



# St. Lawrence County Office of the District Attorney

48 Court Street, County Courthouse  
Canton, New York 13617-1169

Telephone: 315-379-2225 ❖ Fax: 315-379-2301

Mary E. Rain  
District Attorney

## VEHICLE AND TRAFFIC CHARGE – REQUEST FOR REDUCTION

### **REQUESTING A REDUCTION DOES NOT EXCUSE YOU FROM YOUR COURT APPEARANCES!**

You may, however, call the court where your ticket is pending and request an adjournment to allow you time to receive a response from this office. A list of the Justice Courts in St. Lawrence County and their phone numbers is provided on the next page.

Complete the Request for Reduction form to request a reduction of Vehicle and Traffic Law Charges. The form must be completed in full, signed and returned to the Office of the District Attorney. Incomplete forms will not be considered. Once your request has been reviewed and a determination is made, a written response, in the form of a denial of your request or a plea offer, will be sent directly to the court. **YOU WILL RECEIVE A COPY OF OUR RESPONSE ONLY IF, AT THE TIME YOU APPLY FOR THE REDUCTION, YOU PROVIDE THIS OFFICE WITH A SELF-ADDRESSED STAMPED ENVELOPE (SASE).** Failure to provide a SASE will result in your copy being sent to the court, where you may pick it up in person.

Your request will receive prompt attention *only if* the following are fully complied with:

1. Complete all parts of the reduction request, sign and date it. You must state the reason(s) a reduction should be granted. Attach an additional written explanation if you want circumstances not covered by the form considered.
2. Attach one clear and legible photocopy of each ticket for which you are seeking a reduction. If you do not have a copy of the ticket(s), you must get one from the court.
3. Obtain a current copy of your driving record from the NYS DMV and attach the original to your request. A copy of your record may be obtained at a local DMV office or you may use this link: <http://dmv.ny.gov/transact.htm#records> to obtain a copy via the New York State DMV website. **NOTE:** Out of state and Canadian drivers must also obtain their driving record from their home state or country.
4. If there was an accident, a copy of the accident report (MV-104a) must be obtained from the police agency and provided with your other documents.
5. Mail the completed reduction request form, all attachments and a self addressed business-sized envelope with a stamp on it, to this office at the address above.

Properly submitted forms will receive a response within 4 weeks. Incomplete forms, unsigned forms, or forms submitted without copies of the ticket(s) and an original driving record will not be processed and will receive no response. You should keep a copy of your request and all attachments for your records.

**NOTE: No reduction will be considered for a charge of Aggravated Unlicensed Operation of a Motor Vehicle or Suspended Registration unless your driving record shows all license and/or registration suspensions or revocations have been resolved and you have a currently valid driver's license.**



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## Application to Reduce Vehicle and Traffic Charges

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Charges: \_\_\_\_\_

Arresting Agency: \_\_\_\_\_ Arresting Officer: \_\_\_\_\_

Were you also charged with a Penal Law Offense or a DWI or DWAI?  Yes  No

Was there an accident?  Yes  No If yes, number of vehicles involved: \_\_\_\_\_

If there was an accident, you **MUST** provide the accident report (MV-104a) before a reduction is provided.

Was there a fatality?  Yes  No If yes, number of deceased persons: \_\_\_\_\_

Name(s) of deceased person(s): \_\_\_\_\_

Was there an injury?  Yes  No If yes, number of injured persons: \_\_\_\_\_

Name(s) of injured person(s): \_\_\_\_\_

Property other than your own vehicle that was damaged: \_\_\_\_\_

Name(s) of owner(s) of damaged property: \_\_\_\_\_

Do you have a lawyer?  Yes  No

If yes, provide the lawyer's name and address: \_\_\_\_\_

Have you previously applied to this office for a reduction on a different matter?  Yes  No

If yes, state when and for what: \_\_\_\_\_

I understand that in making this request, I waive all rights to a speedy trial.

A reduction should be granted for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### NOTICE PURSUANT TO PENAL LAW § 210.45

IN A WRITTEN INSTRUMENT, ANY PERSON WHO KNOWINGLY MAKES A FALSE STATEMENT THAT SUCH PERSON DOES NOT BELIEVE TO BE TRUE HAS COMMITTED A CRIME UNDER THE LAWS OF THE STATE OF NEW YORK PUNISHABLE AS A CLASS "A" MISDEMEANOR.

AFFIRMED UNDER PENALTY OF PERJURY

This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

## **COURT PHONE NUMBERS**

<b>COURT</b>	<b>ADDRESS</b>	<b>PHONE #</b>
BRASHER TOWN COURT	PO Box 358 - Brasher Falls, NY 13613	315-389-4223
CANTON TOWN COURT	60 Main Street - Canton, NY 13617	315-379-9844
CANTON VILLAGE COURT	60 Main Street - Canton, NY 13617	315-379-9844
CLARE TOWN COURT	2396 County Route 27- Russell, NY 13684	315-379-0432
CLIFTON TOWN COURT	7171 State Highway 3 - Cranberry Lake, NY 12927	315-848-5522
COLTON TOWN COURT	6 Sugarbush Lane – Colton, NY 13625	315-262-2380
DEKALB TOWN COURT	PO Box 133 – DeKalb Junction, NY 13633	315-347-2071
DEPEYSTER TOWN COURT	PO Box 41 – Depeyster, NY 13633	315-344-7259
EDWARDS TOWN COURT	PO Box 23 – Edwards, NY 13635	315-562-8113
FINE TOWN COURT	PO Box 455 – Star Lake, NY 13690	315-848-3121
FOWLER TOWN COURT	87 Little York Road – Gouverneur, NY 13642	315-287-9996
GOVERNEUR TOWN COURT	33 Clinton Street – Gouverneur, NY 13642	315-287-4623
HAMMOND TOWN COURT	17 Main Street – Hammond, NY 13646	315-324-5433
HERMON TOWN COURT	PO Box 28 – Hermon, NY 13652	315-347-3606
HOPKINTON TOWN COURT	7 Church Street – Hopkinton, NY 12940	315-328-4211
LAWRENCE TOWN COURT	11403 US Highway 11 – North Lawrence, NY 12967	315-389-4487
LISBON TOWN COURT	6963 County Route 10, Lisbon, NY 13658	315-393-0489
LOUISVILLE TOWN COURT	14810 State Highway 37 – Massena, NY 13662	315-764-1424
MACOMB TOWN COURT	6663 State Highway 58 – Hammond, NY 13646	315-578-2212
MADRID TOWN COURT	3529 County Route 14 – Madrid, NY 13660	315-322-5760
MASSENA TOWN COURT	60 Main Street – Massena, NY 13662	315-769-5431
MASSENA VILLAGE COURT	60 Main Street – Massena, NY 13662	315-769-5431
MORRISTOWN TOWN COURT	604 Main Street – Morristown, NY 13664	315-375-4148
NORFOLK TOWN COURT	5 West Main Street – Norfolk, NY 13667	315-384-4721
OGDENSBURG CITY COURT	330 Ford Street – Ogdensburg, NY 13669	315-393-3941
OSWEGATCHIE TOWN COURT	51 State Street – Heuvelton, NY 13654	315-344-7284
PARISHVILLE TOWN COURT	1772 State Highway 72 – Parishville, NY 13672	315-268-1722
PIERCEFIELD TOWN COURT	PO Box 220 – Piercefield, NY 12973	518-359-7544
PIERREPONT TOWN COURT	864 State Highway 68 – Canton, NY 13617	315-379-0415
PITCAIRN TOWN COURT	10 Edwards Road – Harrisville, NY 13648	315-543-2111
POTSDAM TOWN COURT	35 Market Street – Potsdam, NY 13676	315-265-4318
POTSDAM VILLAGE COURT	1 Park Street – Civic Center – Potsdam, NY 13676	315-265-5890
ROSSIE TOWN COURT	908 County Route 3 – Redwood, NY 13679	315-324-5166
RUSSELL TOWN COURT	PO Box 628 – Russell, NY 13684	315-347-4824
STOCKHOLM TOWN COURT	PO Box 206 – Winthrop, NY 13697	315-389-5171
WADDINGTON TOWN COURT	46 Maple Street – Waddington, NY 13694	315-388-5629