

If you wish to contact the District Attorney's office with regard to your Traffic Ticket the instructions of that office are below:

DISTRICT ATTORNEY
MARK D. SUBEN



PHONE 607-753-8008
FAX 607-756-3477
SERVICE BY FACSIMILE
NOT ACCEPTED

THE DISTRICT ATTORNEY

COUNTY OF CORTLAND
46 GREENBUSH STREET
COURTHOUSE, ROOM 101
CORTLAND, NEW YORK 13045

RE: VEHICLE & TRAFFIC LAW OFFENSES – NOT ALCOHOL RELATED

By: Assistant District Attorney, Mardis F. Kelsen

Time constraints do **NOT** allow the District Attorney's Office to discuss these matters in person or on the telephone. If you are seeking a reduction or plea offer to your ticket(s), you **must** mail or drop off, at the above address, **ALL** of the following items in one complete package. **DO NOT CALL THE DISTRICT ATTORNEY'S OFFICE**; an offer will be sent to you by return mail. If your packet does not include all of the required documents, it will be returned to you for the inclusion of the missing items.

- 1) A legible copy of the traffic ticket(s). If you do not have copies, you must contact the Court where your matter is pending and obtain a copy to forward to us.
- 2) An Abstract of Driving Record from the Motor Vehicle Department of the State where you are licensed. Do not send your driver's license.
- 3) A letter outlining whatever facts, comments or explanation you wish our office to consider. In other words, give us some reasons why a reduction should be considered.
- 4) If any accident occurred, a copy of the accident report, together with a letter from your insurance company stating its intentions regarding any claims or potential claims.
- 5) A self-addressed, stamped envelope.

ANY QUESTIONS YOU HAVE REGARDING A COURT DATE, FINES TO BE PAID, OR POINTS TO BE ADDED TO YOUR LICENSE, MUST BE DIRECTED TO THE COURT, NOT THIS OFFICE.