

DELAWARE COUNTY DISTRICT ATTORNEY
TRAFFIC MAIL INSTRUCTIONS

You have chosen to write to the Delaware County District Attorney's Office for a possible reduction of your traffic charge(s). Please mail the following materials to the address listed below:

1. A letter of explanation as to why a reduction is appropriate, including if whether there was an accident and if so, any property or personal damage and the status of any claims relative to the accident;
2. A legible copy of your traffic ticket;
3. A legible copy of your supporting deposition (second page of traffic ticket) if one was issued. If no supporting deposition was issued, you may skip this item;
4. An abstract or history of your driving record from the Department of Motor Vehicles;
5. A self-addressed, stamped, regular sized (#10) envelope.

These items should be mailed to:

DELAWARE COUNTY DISTRICT ATTORNEY'S OFFICE
One Courthouse Square, Suite #5
Delhi, New York 13753

If you have or will be contacting our office regarding a plea offer, please make sure that you notify the Court that you have contacted our office and are seeking a possible reduction.

Faxed and/or email documents will not be accepted for review.

Please allow 3 to 4 weeks for review and response. Once you receive the District Attorney's proposal, if you accept it, please complete the backside of the response letter and promptly return it to the Court. DO NOT RETURN IT TO THE DISTRICT ATTORNEY'S OFFICE. However, it still must be approved by the Court before it is final. If you reject the proposal, please advise the Court and you will be informed of a trial date.

Please note that failure to follow these instructions exactly will result in no response from the District Attorney. The process will have to be started all over again and your case will be delayed, possibly resulting in a suspended license.

All questions about fines, penalties, and adjournments must be addressed to the Court and not the District Attorney's Office.