

HOW TO RESOLVE A TRAFFIC TICKET INFRACTION IN THE MENANDS VILLAGE COURT

250 Broadway, Menands NY 12204

(518) 434-3992 office, (518) 626-0428 fax

Review your ticket(s) to determine if you have been issued a ticket for a “misdemeanor” or “traffic infraction”. You can locate this information by looking approximately 2/3 down on the ticket on the left side of the ticket.

If the “misdemeanor” box is checked, you must appear in the Menands Village Court to be arraigned before a Village Court Judge on the return date written on the ticket. You cannot use these instructions.

If the “traffic infraction” box is checked, you have the following options:

- You can Plead GUILTY
- You can Plead NOT GUILTY
- You can contact the Village Attorney to review special circumstances

You can plead GUILTY:

By following the instructions on the ticket. You need to fill out the right side of the ticket completely (including your current mailing address) and sign it. You can return your plea of guilty by mail to or in person at the Village Court Clerk’s Office pursuant to the Court’s schedule (Monday - Friday, 8:00 am till 4:00 pm).

If you plead guilty, the Court will notify you, of the fines and mandatory surcharge, if any, assessed.

If you have any questions regarding this procedure, you may contact the Menands Village Court.

You can plead NOT GUILTY:

By following the instructions on the ticket, filling out the right side of the ticket, signing it, and mailing it to the Court within forty-eight (48) hours of receiving the ticket. Be sure to include your current mailing address. You can also plead not guilty by appearing in person in Court on the court date specified on your ticket. You will be provided another date to return to court. On that date, you can meet with the Village attorney and/or request a date for trial.

If you have any questions regarding this procedure, you may contact the Village Court Clerk's office.

You can contact the Village Attorney

To review the circumstances of your ticket either in person at Traffic Court or by mail. You may speak with a Village Attorney on the court date and time written at the bottom of your ticket. The Village Attorney may choose to offer you a plea to a lesser infraction. If an offer is made, you can choose to accept it and plead guilty; or reject it, plead not guilty, and be scheduled for a trial. Any offer made by the Village Attorney is only a recommended offer.

NOTE: Within 60 days of the issuance of the ticket, you MUST contact the Court directly, in writing, or appear in Court and plead either guilty or not guilty to avoid suspension of your driver’s license AND payment of additional fees to lift the license suspensions.

The Court does not have to accept the recommendation of the Village Attorney. If you have misplaced your copy of the ticket, you should obtain a copy from the Court Clerk's office.

If you wish, you may request consideration from the Village Attorney by mailing a copy of your DMV driving record with a letter explaining the circumstances of the ticket to 250 Broadway, Menands, NY 12204. You MUST enclose a copy of your ticket, your full name and current address, and a phone number where you may be reached.

Note: Before pleading guilty to a ticket issued as a result of an accident, you may wish to consult with an attorney and/or your insurance company about possible civil liability for personal injuries arising from the accident.

After you have received a written offer from the Village Attorney, you MUST contact the Court. If you are accepting the offer of the Village Attorney, you must file your written acceptance of the offer with the Court. Once the offer is accepted by the Court, you will be assessed a fine and mandatory surcharge, if applicable. If you do **NOT** accept the offer of the Village Attorney and continue your plea of Not Guilty or if the Court does not accept the recommendation of the District Attorney, a non-jury trial will be scheduled.

If you are assessed a fine and mandatory surcharge:

You must make payment to the court as directed by the Court. If you submit a written plea of guilty, you will be mailed a fine letter indicating the amount of the fine and the date that the fine must be paid. Be sure that your current mailing address is on file with the Court.

If you appear in Court, the court will verbally advise you of the amount of the fine and the date that payment is due. If you forget the date that payment is due, you may contact the Village Court.

The Court does not accept personal or business checks. Payment MUST be made in cash (do NOT send cash through the mail), money order or bank certified check made payable to the Menands Village Court or by VISA, DISCOVER or MASTER CARD.

PAYMENT BY CREDIT CARD: You may pay by credit card at the Village Court Clerk's office, or by obtaining a credit card payment form from the Clerk of the Court

The above information may be mailed or hand delivered to the Village Court. **The court must have the cardholder's original signature on file.**

If the cardholder is NOT the defendant, the cardholder MUST submit photo identification (or 2 forms of non-photo identification) to the Court. If paying by mail, a copy of the identification MUST be included with the above information.

If you are paying in person, you should appear at the Clerk's office. If you are paying by mail, you should include a self-addressed stamped envelope for the return of your receipt.

Note: Failure to pay your fines WILL result in suspension of your driver's license AND payment of additional fees to lift the license suspensions