

Scott D. McNamara  
Oneida County District Attorney  
235 Elizabeth Street  
Utica, New York 13501  
Phone: 315-798-5766  
Fax: 315-798-5582

**ONEIDA COUNTY DISTRICT ATTORNEY TRAFFIC MAIL INSTRUCTIONS**

You have chosen to write to the Oneida 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 legible copy of your traffic ticket. (Keep the original for your files);
2. A letter of explanation as to why a reduction is appropriate;
3. If ticket involved a motor vehicle accident, a letter from your insurance company stating all property/personal injury damages have been paid in full and a copy of the accident report;
4. An abstract or history of your driving record from the Department of Motor Vehicles;
5. A self-addressed, stamped, legal size envelope.

These items should be mailed to: Oneida County District Attorney's Office  
235 Elizabeth Street  
Utica, New York 13501

Note: You may **not** use this procedure if any of your charges involve misdemeanor or alcohol offenses (ie – AUO3rd, DWI, DWAI). These offenses require your personal appearance in Court.

**If you send your request via fax or e-mail, please make sure that you provide a return fax number or e-mail address.**

**Court Assignments and e-mail addresses are provided in 'COURT LIST'.**

Please allow 2-3 weeks for review and response. Once you received the District Attorney's proposal, if you accept it, please sign and date the bottom of the Recommendation and Consent form and return it to the Court. **DO NOT** return it to the District Attorney's Office. If you reject the proposal, please advise the Court and they will inform you of your 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.

Thank you for your cooperation. Please drive safely.