

Please use this form only if you DO NOT have your original road side ticket.

TO PLEA BY MAIL FOR VEHICLE AND TRAFFIC TICKETS ONLY (NOT TO BE USED FOR MISDEMEANORS)

If you are pleading "GUILTY" by mail, complete and sign section A, then place an "X" through section B.

If you are pleading "NOT GUILTY" by mail, complete and sign section B, then place an "X" through section A.

- Return this form to the Parma Town Court by: First Class Mail to the Parma Town Court, 1300 Hilton Parma Corners Rd., Hilton NY, 14468; E-mail to parmatowncourt@nycourts.gov; or via the drop box located at the Parma Town Hall.
- DO NOT use this for Misdemeanors OR for a third subsequent speeding violation in an 18 month period; Instead, you must appear in person at the Parma Town Court, 1300 Hilton Parma Corners Rd., Hilton NY, 14468.
- If the Court denies your plea, you will be notified by mail to appear in Parma Town Court.

SECTION A – PLEA OF GUILTY

Please write the section of the NY Vehicle and Traffic Law and the nature of the charge(s) you would like to plead GUILTY to here: Section _____, specifically _____.

I acknowledge receipt of the warning as printed in bold type on the Uniform Traffic Ticket: **"A PLEA OF GUILTY TO THIS CHARGE IS EQUIVALENT TO A CONVICTION AFTER TRIAL. IF YOU ARE CONVICTED, NOT ONLY WILL YOU BE LIABLE TO A PENALTY, BUT IN ADDITION, YOUR LICENSE TO DRIVE A MOTOR VEHICLE OR MOTORCYCLE, AND YOUR CERTIFICATE OF REGISTRATION, IF ANY, ARE SUBJECTED TO SUSPENSION AND REVOCATION AS PRESCRIBED BY LAW;"** I also waive arraignment in open court and the aid of an Attorney. I therefore plead **GUILTY** to the offense(s) as charged and request that this charge be disposed of and a fine or penalty fixed by the court. Additionally, I make the following statement of explanation (optional):

Please write the case number you would like to plead GUILTY to here: _____

All statements are made under penalty or perjury:

Date: _____ Print Name: _____

Signed: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Office Hours: Monday – Friday 9:00 AM – 4:00 PM

1300 Hilton Parma Corners Road

Hilton, New York 14468

(585) 392 - 9470

parmatowncourt@nycourts.gov



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SECTION B – PLEA OF NOT GUILTY

Please write the section of the NY Vehicle and Traffic Law and the nature of the charge(s) you would like to plead NOT GUILTY to here: Section _____, specifically _____.

The following notice applies to you if the officer did not issue you a supporting deposition with your ticket.

NOTICE: YOU ARE ENTITLED TO RECEIVE A SUPPORTING DEPOSITION FURTHER EXPLAINING THE CHARGE(S) PROVIDED YOU REQUEST SUCH SUPPORTING DEPOSITIONS WITHIN THIRTY (30) DAYS FROM THE DATE YOU ARE DIRECTED TO RESPOND TO THE PARMA TOWN COURT.

DO YOU REQUEST A SUPPORTING DEPOSITION? Yes: No:

Please write the case number you would like to plead NOT GUILTY to here: _____

Date: _____ Print Name: _____

Signed: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

NOTE: Mail this NOT GUILTY Plea within 48 hours. The Court will notify you by First Class Mail of your court date.

APPLICANTS UNDER 18 YEARS OF AGE MUST SUBMIT THE NAME AND ADDRESS OF A PARENT OR LEGAL GUARDIAN BELOW:

Name of Parent or Guardian _____

Address: _____

City: _____ State: _____ Zip Code: _____

FAILURE TO ANSWER THIS TICKET WILL RESULT IN THE SUSPENSION OF YOUR LICENSE.

If you have more than one ticket, please complete a form for each ticket you have in Parma Town Court. Submitting an incomplete form will result in your plea not being accepted, and your license may be suspended for failure to respond to your ticket. If you have any questions regarding your ticket, including needing your charge(s) and/or case number to plead GUILTY or NOT GUILTY to, please contact the Parma Town Court at (585)392-9470

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