

OFFICE OF THE
STEUBEN COUNTY
DISTRICT ATTORNEY
COUNTY OFFICE BUILDING
3 EAST PULTENEY SQUARE
BATH, NEW YORK 14810-1576
Telephone: (607) 776-9631 Ext. 2270
Fax: (607) 664-2159

INSTRUCTIONS FOR VEHICLE AND TRAFFIC CHARGE
REQUEST FOR REDUCTION

DO NOT CONTACT THIS OFFICE BY PHONE TO DISCUSS YOUR TICKET. WE WILL NOT DISCUSS TRAFFIC REDUCTIONS BY PHONE

The Affidavit Form to request a reduction recommendation from the District Attorney's Office **MUST be entirely completed** and returned to this office by mail.

We will not consider in-person or faxed requests. A review of your request will be conducted and a determination will be made. You will receive a copy of the recommendation that we submit to the Court, but the Court will have the final say as to whether or not it will be granted.

This office will give your request prompt attention **only if all of** the following instructions are complied with **fully**.

- Complete and sign the Affidavit Form
- Mail the completed Form to the above address with :
 - A) a clear legible photocopy of each ticket received
(copies may be obtained from the Court, **not** this office)
 - B) a certified copy of your Driver's License Abstract; and
 - C) a Self-addressed stamped envelope

If any of the above is not completed or included, your request will not be considered – partial requests will be disregarded. We will not contact you to locate missing information or maintain incomplete requests.