

OTEGO TOWN COURT

3526 STATE HIGHWAY 7

PO BOX 468

OTEGO, NEW YORK 13825

607-988-2698 *Option 1*

Court is held every Thursday at 7:00 PM except holidays

The Assistant District Attorney is present only one Thursday per month. ADA sessions start at 6:00PM

Court Office Hours are normally as follows:

Tuesdays – 9:00am until 1:00pm

Thursdays – 9:00am until 1:00pm

Fridays – 9:00pm until 12 noon

You may want to call to verify as there may be occasions the office is closed.

TRAFFIC TICKETS

Be sure to review all information and instructions printed on your ticket(s). ***It is your obligation to enter a plea to each ticket, on or by the return date on the ticket, and to make sure the Court receives that plea.***

If the charge on the ticket is a MISDEMEANOR, or a third or subsequent speed in an 18 month period, you **MUST** appear IN PERSON of the date listed on the ticket.

If the charge on the ticket is NOT a MISDEMEANOR, or a third or subsequent speed in an 18 month period, you may either appear on the date listed on the bottom of the ticket, or you may respond by mail by filling out and signing the back of the hand-written ticket or the right side of the computer-generated ticket and mailing it to the court or dropping it off in the court dropbox.

There is no initial amount to pay on a NYS traffic ticket because the judge assesses the penalty once a plea of GUILTY has been entered.

To plead **GUILTY**, complete and sign Part A of your ticket. Once it is received, the judge will impose a sentence which could consist of a fine. Also imposed would be the NY State mandated surcharge. A fine notice will then be mailed to you stating the amount due and the process to make the payment, and NYS DMV will be notified of your plea and they will assess any points or other penalties separate from the court.

To plead **NOT GUILTY**, complete and sign Part B of your ticket. You will receive a letter from the Court explaining your options at that point, one of which will need to be pursued by a CONTROL DATE. Your options would be to contact an attorney of your choosing to help you with this matter, contact the Otsego County District Attorney's Office at <http://www.otsegocounty.com/depts/da/> for any plea bargain/reduction to the original charge, or request the court to set a future trial date. Although you are not required to have an attorney, you have a right to have representation at every step of the proceedings.

A Supporting Deposition is a detailed account from the officer regarding the issued ticket. If you were handed an electronically issued ticket, the officer may have given you the supporting deposition with the ticket. It could be attached to the ticket as one long piece of paper, or the officer may have separated it from the ticket.

If you have a question about points, please contact your local NYS DMV or go to <http://www.dmv.ny.gov>. If you are an out of state driver, please contact your home licensing state.

NOTE: *If you fail to respond to your ticket, or later fail to make a payment, your driving privileges may be suspended.*

EVICTON PROCEEDINGS

If you need help with an eviction proceeding, please contact an attorney or go to

<http://www.nycourts.gov/courthelp/diy/index.shtml> At some point, you will need to contact the Court Clerk to select a court date. The filing fee is \$20.00.

SMALL CLAIMS

The party you are filing against must live, work, or have a place of business in the Town of Otego. The allowable maximum amount to claim in Otego Town Court is \$3000.00. For more information, please read <http://nycourts.gov/CourtHelp/pdfs/SmallClaimsHandbook.pdf> For claims up to \$1000.00, the filing fee is \$10.00. For claims over \$1000.00 the filing fee is \$15.00.
