



## TOWN OF NEWBURGH

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1496 Route 300, Newburgh, New York 12550

### **TOWN OF NEWBURGH VEHICLE AND TRAFFIC PLEA BY MAIL PROGRAM**

**You have the right to be represented by an attorney. The Town Prosecutor cannot give you legal advice.**

**Participation in the Plea by Mail Program is voluntary.**

**You are under no obligation to accept any plea offer made to you and have the right to a trial in this matter.**

**If the below steps have not been completed PRIOR to your court date, you MUST appear on your court date.**

**Failure to appear may result in fines and the suspension of your driver's license.**

## INSTRUCTION SHEET

**STEP 1: Print, complete and sign the enclosed Request Form.** Please use the same name and other information as is on your court notice and ticket. Include the Court Case/Docket Number, rather than the ticket number.

**STEP 2: Return the completed and signed form, with a copy of your court notice within 10 days of receipt or copy(ies) of the ticket(s) you were issued (Failure to include the court notice will result in processing delays):**

by e-mail as a pdf (not photo) to: [vtprosecutor2@townofnewburgh.org](mailto:vtprosecutor2@townofnewburgh.org); or

by mail to:       **Town Prosecutor for Vehicle and Traffic Matters,  
1496 Route 300  
Newburgh, New York 12550**

Include any additional information you wish the Prosecutor to consider. If you do not have a New York driver's license, please include a copy of your **driving violation record from your licensing state or province agency**. Please do not send the Prosecutor original documents. They will not be returned to you.

For an **expired inspection sticker or registration, or an equipment violation** (headlight, plate lamp, window tint, plate cover, muffler, etc.) **ticket, you must provide proof that the problem has been fixed**. Photos must show the car's registration or license plate and a copy of the ticket must also be provided to match.

For a **failure to provide proof of valid insurance ticket, you must provide proof from the insurance company that the vehicle was insured on the date of your violation**.

**STEP 3: If you receive a plea offer, decide whether to accept it.** On receiving your Request Form, the Prosecutor will review it and other documents you provided and your driving record. The Prosecutor will then send back to you a plea offer or a letter advising you must appear in Court on your Court date. If you do not receive either, you must still appear in court.

**STEP 4: If you accept the plea offer, complete the plea agreement form, sign it, and return it to the Prosecutor by e-mail as a pdf attachment or by mail at the above address. It should be returned at least fifteen (15) days prior to your scheduled court date.** If the plea offer is *not* acceptable to you, you will need to appear in person on your court date. A Prosecutor will be available at that time to discuss this matter with you. **Do not include requests for a modification or further consideration with a signed plea offer. It will be considered as rejected without further response to you and your failure to appear could result in fines and license suspension.**

**If you do not receive a response or the above steps have not been fully completed at least 15 days PRIOR to your assigned court date, you MUST APPEAR IN PERSON ON YOUR COURT DATE. Failure to do so may result in fines and a suspension of your driver's license.**

**STEP 5: Wait for notice and instructions.** The Prosecutor will sign and submit the plea agreement to the Court. **The Judge will decide whether to accept your plea offer and, if so, charge a fine and surcharge in accordance with the law.** The Court will notify you by mail of the fine and provide you with instructions for paying it. If the Court does not accept your plea offer, you will be notified and given further instructions.

Instructions - SAMPLE

JUSTICE COURT OF THE TOWN OF NEWBURGH  
COUNTY OF ORANGE: STATE OF NEW YORK

----- X  
THE PEOPLE OF THE STATE OF NEW YORK

-against-

DEFENDANT'S REQUEST TO  
RESOLVE THE CASE BY MAIL  
WITHOUT A TRIAL

Docket Number: **WRITE IN DOCKET  
OR CASE NUMBER  
FROM COURT NOTICE**

**Print Full Name Here Exactly as it Appears on the Court Notice**

\_\_\_\_\_,  
PRINT NAME LEGIBLY Defendant.

----- X

COURT DATE: \_\_\_\_/\_\_\_\_/20\_\_

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

1. I UNDERSTAND THAT I HAVE THE RIGHT TO A TRIAL BEFORE A JUDGE FOR THE CHARGE(S) MADE AGAINST ME.

2. I UNDERSTAND THAT A PLEA OF GUILTY IS THE SAME AS A CONVICTION AFTER TRIAL. IF I AM CONVICTED, NOT ONLY WILL I BE LIABLE FOR A PENALTY, BUT IN ADDITION, MY LICENSE TO DRIVE A MOTOR VEHICLE OR MOTORCYCLE AND MY CERTIFICATE OF REGISTRATION ARE SUBJECT TO SUSPENSION AND REVOCATION AS PRESCRIBED BY LAW. I UNDERSTAND THAT MY SENTENCING IS WITHIN THE COURT'S DISCRETION.

3. I AM REQUESTING TO RESOLVE MY CASE WITHOUT A TRIAL. I HAVE ANSWERED THE FOLLOWING QUESTIONS TRUTHFULLY. I UNDERSTAND A FALSE STATEMENT MAY RESULT IN MY PROSECUTION FOR A CLASS A MISDEMEANOR.

**CHECK YES OR NO BOXES**

|                                                                        | YES                      | NO                       |
|------------------------------------------------------------------------|--------------------------|--------------------------|
| A. Was there an accident involved in the incident?                     | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have you received another ticket in the last two years?             | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Have you been convicted of a traffic offense in the last two years? | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Do you have another traffic offense case still outstanding?         | <input type="checkbox"/> | <input type="checkbox"/> |

**Explain any "Yes" answers** (if more space is required, use the back of this page) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. **Any additional facts I wish to be considered:**

\_\_\_\_\_  
\_\_\_\_\_

I understand that returning this completed and signed form to the Prosecutor's office DOES NOT excuse my appearance on my assigned court date. I understand that I must complete BOTH Steps 1 and 2 on the attached *Plea by Mail Program Instruction Sheet* to avoid appearing in person on my court date.

**SIGN HERE**

Date: \_\_\_\_/\_\_\_\_/20\_\_

\_\_\_\_\_, Defendant  
**Print Name**

(If Defendant is under the age of 18 only) Parent's or  
Guardian's Consent Signature and Printed Name: \_\_\_\_\_



## TOWN OF NEWBURGH

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1496 Route 300, Newburgh, New York 12550

### PROGRAMA DE SOLICITUD DE VEHÍCULO Y TRÁFICO POR CORREO DEL PUEBLO DE NEWBURGH

Tiene derecho a ser representado por un abogado. El Fiscal Municipal no puede brindarle asesoramiento legal.

La participación en el Programa de alegato por correo es voluntaria.

No tiene la obligación de aceptar ninguna oferta de declaración de culpabilidad que se le haga y tiene derecho a un juicio en este asunto. Si los pasos a continuación no se han completado

ANTES de la fecha de su audiencia, DEBE comparecer en la fecha de su audiencia.

La falta de comparecencia puede resultar en multas y la suspensión de su licencia de conducir.

## HOJA DE INSTRUCCIONES

**PASO 1: Imprima, complete y firme el formulario de solicitud adjunto.** Utilice el mismo nombre y otra información que aparece en su notificación judicial y multa. Incluya el número de expediente/caso judicial, en lugar del número de multa.

**PASO 2: Devuelva el formulario completo y firmado, con una copia de su notificación judicial dentro de los 10 días posteriores a la recepción o copia de la multa que se le emitió (Si no incluye la notificación judicial, se producirán demoras en el procesamiento):**

por correo electrónico en formato pdf (no foto) a:  
[vtprosecutor2@townofnewburgh.org](mailto:vtprosecutor2@townofnewburgh.org); o

por correo a :           **Town Prosecutor for Vehicle and Traffic Matters**  
                                  **1496 Route 300**  
                                  **Newburgh, New York 12550**

Incluya cualquier información adicional que desee que el Fiscal considere. Si no tiene una licencia de conducir de Nueva York, incluya una copia de su registro de infracciones de manejo de su agencia estatal o provincial de licencias. Por favor, no envíe los documentos originales al Fiscal. No le serán devueltos.

**Para una calcomanía o registro de inspección vencidos, o una infracción de equipo** (faro, luz de placa, tinte de ventana, cubierta de placa, silenciador, etc.), debe proporcionar prueba de que se solucionó el problema. Las fotos deben mostrar el registro o la placa del automóvil y también se debe proporcionar una copia del boleto para que coincida.

Si no proporciona prueba de un boleto de seguro válido, debe proporcionar prueba de la compañía de seguros de que el vehículo estaba asegurado en la fecha de su infracción.

**PASO 3: Si recibe una oferta de declaración de culpabilidad, decida si la acepta.** Al recibir su Formulario de Solicitud, el Fiscal lo revisará junto con otros documentos que haya proporcionado y su historial de manejo. Luego, el fiscal le enviará una oferta de declaración de culpabilidad o una carta en la que se le informará que debe comparecer ante el tribunal en su fecha de audiencia. Si no recibe ninguno de los dos, aún debe comparecer ante el tribunal.

**PASO 4: Si acepta la oferta de declaración de culpabilidad, complete el formulario de acuerdo de declaración de culpabilidad, fírmelo y devuélvalo al Fiscal por correo electrónico como archivo adjunto en formato pdf o por correo postal a la dirección anterior. Debe ser devuelto por lo menos quince (15) días antes de la fecha de corte programada.** Si la oferta de declaración de culpabilidad no es aceptable para usted, deberá comparecer en persona en la fecha de la corte. Un Fiscal estará disponible en ese momento para discutir este asunto con usted. No incluya solicitudes de modificación o consideración adicional con una oferta de culpabilidad firmada. se considerará rechazado sin recibir más respuesta y su falta de comparecencia podría resultar en multas y suspensión de la licencia.

Si no recibe una respuesta o los pasos anteriores no se han completado por completo al menos 15 días ANTES de la fecha asignada en la corte, **DEBE COMPARECER EN PERSONA EN SU FECHA EN LA CORTE.** El no hacerlo puede resultar en multas y la suspensión de su licencia de conducir.

**PASO 5: Espere el aviso y las instrucciones de la corte.** El Fiscal firmará y presentará el acuerdo de declaración de culpabilidad al Tribunal. **El Juez decidirá si acepta su oferta de culpabilidad y, en caso afirmativo, le cobrará una multa y un recargo de conformidad con la ley.** El Tribunal le notificará por correo la multa y le dará instrucciones para pagarla. Si el Tribunal no acepta su oferta de declaración de culpabilidad, se le notificará y se le darán más instrucciones.

Instructions - SAMPLE

JUSTICE COURT OF THE TOWN OF NEWBURGH  
COUNTY OF ORANGE: STATE OF NEW YORK

----- X  
THE PEOPLE OF THE STATE OF NEW YORK

-against-

DEFENDANT'S REQUEST TO  
RESOLVE THE CASE BY MAIL  
WITHOUT A TRIAL

Docket Number: **WRITE IN DOCKET  
OR CASE NUMBER  
FROM COURT NOTICE**

ESCRIBA EL EXPEDIENTE O NUMERO  
CASO DEL AVISO DEL TRIBUNAL

**Print Full Name Here Exactly as it Appears on the Court Notice**

*Esriba el nombre completo aqui exactamente como  
aparece en el aviso de la corte*

\_\_\_\_\_,  
PRINT NAME LEGIBLY Defendant.

----- X

COURT DATE: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
FECHA DEL TRIBUNAL

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_  
FECHA DE CUMPLEANOS

1. I UNDERSTAND THAT I HAVE THE RIGHT TO A TRIAL BEFORE A JUDGE FOR THE CHARGE(S) MADE AGAINST ME.

2. I UNDERSTAND THAT A PLEA OF GUILTY IS THE SAME AS A CONVICTION AFTER TRIAL. IF I AM CONVICTED, NOT ONLY WILL I BE LIABLE FOR A PENALTY, BUT IN ADDITION, MY LICENSE TO DRIVE A MOTOR VEHICLE OR MOTORCYCLE AND MY CERTIFICATE OF REGISTRATION ARE SUBJECT TO SUSPENSION AND REVOCATION AS PRESCRIBED BY LAW. I UNDERSTAND THAT MY SENTENCING IS WITHIN THE COURT'S DISCRETION.

3. I AM REQUESTING TO RESOLVE MY CASE WITHOUT A TRIAL. I HAVE ANSWERED THE FOLLOWING QUESTIONS TRUTHFULLY. I UNDERSTAND A FALSE STATEMENT MAY RESULT IN MY PROSECUTION FOR A CLASS A MISDEMEANOR.

**CHECK YES OR NO BOXES**  
MARQUE LAS CASILLAS SI O NO

YES NO  
SI NO

A. Was there an accident involved in the incident?

☐ ☐

B. Have you received another ticket in the last two years?

☐ ☐

C. Have you been convicted of a traffic offense in the last two years?

☐ ☐

D. Do you have another traffic offense case still outstanding?

☐ ☐

**Explain any "Yes" answers** (if mores space is required, use the back of this page)

*Explique Cualquier respuesta de "Si"*

\_\_\_\_\_  
\_\_\_\_\_

4. **Any additional facts I wish to be considered:**  
*Cualquier hecho adicional que deso que considere:*

**SIGN HERE/FIRMA AQUI**

Print Name/Imprimer nombre \_\_\_\_\_, Defendant

**Guardian's Consent Signature and Printed Name:** \_\_\_\_\_