

SPRINGFIELD TOWN COURT

129 County Highway 29A
Post Office Box 325
Springfield Center, New York 13468
Phone Number: 315.858.1508
Email: SpringfieldTownCourt@nycourts.gov

Honorable Loretta L. Fish
Springfield Town Justice

Court is held on the
1st and 3rd Thursday's every month at
7:00 PM

- Phone messages that are left on the courts answering machine will be returned when we are in Court on Court Nights. Please know that **WE WILL RETURN your call ONLY on COURT NIGHTS.**
- When leaving a voicemail PLEASE don't go into detail about your court matters. The Court can't have ANY form of Ex-Parte communication.

Procedure for Handling Traffic Tickets in the Town of Springfield Court

- Review your ticket(s) to determine if you have been issued a ticket for a “**misdemeanor**” or “**traffic infraction**”. You can locate this information by looking approximately 2/3 down on the ticket on the right side of the ticket.
- If the “**misdemeanor**” box is checked, you must appear in **PERSON** at the Springfield Town Court to be arraigned before the Judge on the return date written on the ticket.
- If the “**traffic infraction**” box is checked, you may either appear in person or use the ‘mail-in plea’ option and you have the following options:
 - **Pleading Guilty**
 - If you are charged with a traffic infraction you can plead guilty by mail, using the reverse side of the ticket, marked “Part A”. Follow the instructions and send the completed form to Springfield Town Court, P.O. Box 325, Springfield Center, New York 13468.
 - Note that the form contains space for you to include an explanation about the violation, should you wish to do so. Be sure to show your current address so we can contact you by the mail.
 - Upon receipt of your guilty plea the Judge will determine the fine and the court will notify you of the amount of the fine and the mandatory surcharge, by mail. You will be expected to pay the total due to the court within **30 days by certified check or postal money order, Payable to ‘Springfield Town Court’**. If you need time to pay, please contact the court and “reasonable” arrangement will be made.
 - **Pleading Not Guilty**
 - You can also plead not guilty by mail, the reverse side of the ticket that you were issued at the time of the traffic infraction, marked, “Part B”. Follow the instructions and send the completed form to Springfield Town Court, P.O. Box 325, Springfield Center, New York 13468.
 - The court will give you a Status Check date of 60 days so you will have time to contact the Otsego County District Attorney’s Office.
 - Otsego County Traffic Diversion Program- visit (www.otsegocounty.com/departments/district_attorney)
 - Or call (607) 547.6464

Thank You- Springfield Town Court

Individuals Charged with Traffic Violations Pending in the Springfield Town Court:

You are charged with one or more violations of New York State Vehicle and Traffic Law. You have plead **NOT GUILTY** to the charge(s) against you. Below are TWO Options going forward to resolving these charge(s) with the Court.

You will have 60 days to resolve these charge(s)

The date listed at the top of this notice is a **STATUS Check date** which means by this date listed above the court should have the resolving answer on how you are handing these charge(s). At no time can the court just dismiss a ticket.

The Court cannot and will not recommend which option you should choose. You may want to consult with an attorney for guidance and representation as you determine which course of action you would like to pursue. The charge(s) against you are Traffic Infractions, that are at the Violation level and the court cannot assign counsel for you if you cannot afford an attorney.

PLEASE review the two Options that follow and weigh them carefully before you move forward.

Option 1- Contacting the Otsego County District Attorney's Office

- Phone Number is (607) 547-6464 or (607) 547-4268
- Address of the Otsego County District Attorney's Office is- 197 Main Street Cooperstown, New York 13326.
- Website: http://www.otsegocounty.com/departments/district_attorney
 - Visiting the Website will give you a few options of how they can help you resolve your Traffic Violations and see what will work best for you. If you have any questions about the program they offer, then you can call the phone number listed above to get help. **Remember they are not your attorney either so they will not give you legal advice.**
 - The District Attorney's Website will give you information on the Traffic Diversion Program (TDP) that is offered in Otsego County, New York. If you are eligible for this

program and successfully complete the program, then this will result in the dismissal of the traffic violation(s) filed against you. If you are eligible and complete the program.

- If it is determined that you are NOT eligible for the Traffic Diversion Program (TDP), then you may be eligible to complete the District Attorney's Application for Reduction of charges. For all information, please visit the website listed above.

If you make use of **Option 1**, **YOU MUST Contact the District Attorney's Office**. You would do well to begin this process as soon as possible after receiving this letter because you only have 60 days to resolve these charge(s) with the court. If you choose this option and the Court has not heard from the District Attorney's Office on the Completion of the TDP Program or from you with the Reduction of Charges form then within 120 days, your license could be Suspended. Do Not Contact the Court to enter Option 1. This would be between you and the District Attorney's Office.

Option 2- Trial

- You may request a trial at which the prosecution must prove beyond a reasonable doubt that you have committed the offence(s) alleged against you in the accusatory instruments. You may choose to notify the Court, in writing, if you choose this option so that the Court can schedule a trial.

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