How to Answer A Traffic Ticket

Traffic tickets that are issued outside of Rochester and New York City are processed in the criminal or traffic court of the city, county, town or village where the alleged offense took place.
No matter where you receive a traffic ticket, **follow the instructions on the ticket** and be sure to answer the ticket on time.
To answer these types of traffic tickets:

Section A: Plea of Guilty: Sign and Date; be sure to include your correct mailing address.
Mail the signed ticket to the Court as soon as possible. (Preferably prior to the Court date listed on the ticket, however, that date is for the purpose of entering your plea and not required if you are answering the summons via mail.) A fine will be assessed by the Judge and a fine notice will be mailed to you, no appearance is required.

Section B: Plea of NOT Guilty: Sign and Date; be sure to include your correct mailing address.
Mail the signed ticket to the Court as soon as possible. (Preferably prior to the Court date listed on the ticket, however, that date is for the purpose of entering your plea and not required if you are answering the summons via mail.) The Court will schedule you for a Court appearance for a Pre Trial Conference when the Assistant District Attorney will be present in Court.

What happens if I do not answer a traffic ticket?

If you do not answer a traffic ticket on time, your driver license will be suspended. It is a crime to drive with a suspended license. A suspension for the failure to answer a ticket does not indicate that you are guilty of the charge. The suspension only indicates that you failed to answer the ticket. To remove the suspension, you must contact the court to

- answer the ticket; send your plea in writing via certified mail include: a $70 payment for suspension termination fee (certified check or money order)