

## TRAFFIC RESOLUTION/DIVERSION INSTRUCTIONS

You have chosen to write to the Oneida County District Attorney's Office for a possible resolution of your traffic charge(s). Please send the following materials to the address listed below. **Please note that an email request will likely receive a response more quickly than one sent via the postal service.**

1. A legible copy of your traffic ticket. (Keep the original for your files); If you do not have a copy of your ticket(s), copies can be obtained from the court in which the ticket was written.
2. Your DMV 9 digit client ID number;
3. A letter of explanation as to why a reduction is appropriate/circumstances of offense;
4. If the charge resulted from a motor vehicle accident, a letter from your insurance company stating all property/personal injury damages have been paid in full **and** a copy of the accident report;
5. If you possess an out-of-state license, you **must** provide an abstract or history of your driving record from the Department of Motor Vehicles from the issuing state; **AND**
6. A self-addressed, stamped, legal size envelope (if requesting a reduction via the postal service).

Please select **ONE** method of contact:     DAtraffic@ocgov.net   *(preferred)*

or

Oneida County District Attorney's Office  
Attn: Traffic Resolution Unit  
235 Elizabeth Street  
Utica, New York 13501

or

Oneida County District Attorney's Office  
Attn: Traffic Resolution Unit  
FAX: 315-798-5582

<b>** Submit by one method only. Duplicate applications will NOT be accepted. **</b>
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**If you send your request via fax or email, please make sure that you provide a return fax number or email address. You are responsible for providing accurate contact information.**

Please allow up to 30 days for review and response. Once you received the District Attorney's proposal, if you accept the terms, please sign and date the bottom of the Recommendation and Consent form and return it to the Court. **DO NOT** return it to the District Attorney's Office. If you reject the proposal, please advise the Court and they will inform you of your trial date.

Please note that **failure to follow these instructions exactly will result in no response from the District Attorney.** The process will have to be restarted all over again and your case will be delayed, which may result in your license being suspended.

Please be advised, if you are charged with a misdemeanor traffic offense (AUO, DWI, etc.), you are not eligible for this diversion program. Misdemeanor offenses require personal appearance in Court.

All questions about fines, penalties and adjournments must be addressed to the Court.

Please be advised, any offer is based upon review of the charge, letter of explanation, facts of the offense as well as your **lifetime** driving history. **This offer is final and not open to further negotiation.**