

## ***Individuals Charged with Traffic Infractions Pending in Manchester Town Court***

This court has received a ticket(s) alleging that you have committed an offense. You are presumed innocent until proven guilty and have the right to hire an attorney to represent you now, or at any stage in these proceedings.

You have several options in which to take care of your ticket(s). You may choose to proceed in any of the following ways, or any other legally authorized manner. The court cannot give a recommendation as to how you should proceed in any way.

### **You May:**

#### **Plead Not Guilty:**

By pleading "not guilty" you exercise your right to a public trial at which the prosecution, must prove, beyond reasonable doubt, that you have committed the offense alleged in the ticket(s).

#### **Plead Guilty as Charged:**

By pleading "Guilty" you waive your right to a trial. A plea of Guilty will subject you to sentencing, by the judge presiding, to any legally authorized sentence. If you have lost your ticket you can email [ttrujillo@nycourts.gov](mailto:ttrujillo@nycourts.gov) to request the appropriate forms.

#### **Communicate with the prosecutorial Office Concerning an Alternative Disposition (plea reduction)**

You may contact the prosecutor who is responsible for proving the charge or charges against you and negotiate an agreement to plead guilty to a legally authorized alternative offense, including a lesser offense, or a less severe offense or offenses. Any proposed agreement is subject to approval by the court.

To inquire about an alternative disposition: Email--  
[DATrafficTickets@ontariocountyny.gov](mailto:DATrafficTickets@ontariocountyny.gov). **Please attach a picture of your ticket to the email.**

**If you are eligible for a reduction, we will provide you with a plea affidavit that you MUST sign and return directly to the Court where the ticket was issued (the address is on the traffic ticket).**

You may also go to the District Attorney's web site for more information:

<https://www.ontariocountyny.gov/1766/Traffic-Ticket-Reduction-Request>

If you are unable to email, the ADA's address is:

**Ontario County DA's Office**  
Ontario County Courthouse  
27 North Main Street  
Canandaigua, NY 14424