



TRAFFIC TICKET REDUCTION OFFER APPLICATION

Please use this form to apply for a traffic ticket reduction offer from the City of Albany Corporation Counsel's Office for a traffic violation ticket being handled in Albany City Court.

INSTRUCTIONS

- Corporation Counsel may be willing to “reduce” a traffic ticket by offering an individual charged with a traffic violation the opportunity to plea to a lesser traffic violation which may result in a reduced fine or reduced penalties.
- To receive a traffic ticket reduction offer, you must submit this application **AND** 1) copies of the tickets you would like to see reduced and 2) a copy of your driver's abstract **at least two weeks prior** to your court date to the City of Albany Department of Law, City Hall, 24 Eagle St, Albany, NY 12208 or by email to trafficticketappeal@albanyny.gov. You may also include other documentation you would like Corporation Counsel to consider. Incomplete applications will be disregarded without notice.
- If possible, our attorneys will review your application and provide you with a written ticket reduction offer by mail to the address you provide below prior to your court date. No offers will be made or promised except in writing. Unless and until you receive a written reduction offer, please consider this application denied. Offers may be withdrawn at any time for any reason and may be rejected or modified by the Court.
- You **must** appear in court on the appearance date that appears on your ticket, even if you have submitted this application. Only the Albany City Court has the authority to waive the requirement that you appear.

APPLICATION Please complete all the information below. Illegible or incomplete applications will be disregarded.

Name: _____ Phone: (____) ____ - _____

Email: _____

Total Number of Tickets Your
Applying to Reduce: _____

Are copies of all the tickets you are seeking
to reduce attached? Yes No

Is a copy of your Driver's Abstract
attached? Yes No

Where may we mail the reduction offer?
Address Line 1: _____
Address Line 2: _____

City: _____ State: _____ Zip: _____

Grounds for Reduction: Please briefly state the reason you believe that the ticket should be reduced.