

Harrison Town Court
Frequently Asked Questions
Vehicle and Traffic & Parking
(Updated September 4, 2018)

I was recently issued a traffic citation(s). What do I do now and when is my court date?

1. First you must determine if your ticket(s) is criminal in nature. As a general rule, this can be determined by the way the ticket is written.
 1. First, locate the plea response date on the ticket. This date is typically located at the bottom of the summons. (See yellow highlighting in sample document on page 2). If an X or dot is placed in the box indicating "Respond by mail or in-person on," then you may enter a guilty or not guilty plea by mail and an APPEARANCE IS NOT REQUIRED on the date printed on the ticket. (See below for instructions on how to proceed)
 2. If your ticket has an X or dot placed next to "Must appear in person on," this is a criminal violation and you MUST appear in the Harrison Town Court at that date and time unless you receive written correspondence from the court telling you otherwise.
 3. IMPORTANT: If you were issued more than one ticket in one stop/road check, and any ONE of these violations requires an appearance due to its criminal nature, ALL tickets that were issued will be adjudicated in person before a judge either on the date printed on the ticket or at a date that the court sets and advised you of in writing by mail.

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SAMPLE TICKETS

New York State - Department of Motor Vehicles
UNIFORM TRAFFIC TICKET

HP
To be completed by police Officer and given to Motorist

POLICE AGENCY
HARRISON POLICE DEPARTMENT
Local Police Code 8094

Last Name (Defendant) _____ First Name _____ M.I. _____
 Number and City _____ Apt. No. _____ Photo Lic. shown ☒
 City _____ State _____ Zip Code _____ Owner Oper. ☐ Lic. Class **D**
 Date of Birth _____ Sex _____ Date Expires _____
 License State _____ Veh. Type **1** Make _____ Color **GR**
 Plate Number _____ Reg. State _____ Registration Expires _____

THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS

Time **8:00 PM** Date of Offense **05/08/2012** IN VIOLATION OF **NYS V AND T LAW**
 Section Sub Section **1180D** Tr. Inf. ☒ Misd. ☐ Felony ☐ MPH **46** MPH Zone **30**
 Description of Violation **SPEED IN ZONE** US DOT# _____
 CUL Veh. ☐ Bus ☐ Haz Mat ☐
 Place of Occurrence _____ Hwy. No. _____ Lnc. Code **4**
 City/Town Name **HARRISON, TOWN OF - 6054** County **WESTCHESTER** Hwy. Type **4** M.P.R. **1**
 Affirmed Under Penalty of Perjury ☒ Date Affirmed **05/08/2012** Off. Assign **2 - RADAR**
 Officer's Signature **PO** Badge/Shield **0057**
 Officer's Name _____ First Name _____ M.I. _____
 Radar Officer's Signature _____

THIS MATTER IS SCHEDULED TO BE HANDLED ON THE APPEARANCE DATE BELOW

HARRISON TOWN COURT
 Address **1 HEINEMAN PLACE**
 City **HARRISON** State **NY** Zip **10528**
☒ RETURN BY MAIL BEFORE OR IN PERSON ON: **05/22/2012** Time **9:00 AM**
☐ MUST APPEAR IN PERSON

A PLEA OF GUILTY TO THIS CHARGE IS EQUIVALENT TO A CONVICTION AFTER TRIAL. IF YOU ARE CONVICTED, NOT ONLY WILL YOU BE LIABLE TO A PENALTY, BUT IN ADDITION YOUR LICENSE TO DRIVE A MOTOR VEHICLE OR MOTORCYCLE, AND YOUR CERTIFICATE OF REGISTRATION, IF ANY, ARE SUBJECT TO SUSPENSION AND REVOCATION AS PRESCRIBED BY LAW.

Conviction may subject you to a mandatory surcharge and/or Driver Responsibility Assessment as prescribed by law.

Your failure to respond may result in a warrant for your arrest or suspension of your driver's license and/or a default judgement against you.

TO PLEAD BY MAIL (NOT TO BE USED FOR MISDEMEANORS OR FELONIES)

- If you are pleading "GUILTY" by mail, place an "X" through SECTION B, then complete and sign SECTION A.
- If you are pleading "NOT GUILTY" by mail, place an "X" through SECTION A, then complete and sign SECTION B.
- Mail this form to the Court noted on this ticket by Registered, Certified, or First Class Mail, with Return Receipt Requested.
- DO NOT use this form for Misdemeanors or Felonies or for a third or subsequent speeding violation in an 18 month period; instead you must appear in the Court noted on this ticket in person.
- If the Court denies your plea, you will be notified by mail to appear in the Court noted on the front of this ticket.

SECTION A - PLEA OF GUILTY

To the Court listed on the other side of this ticket:

I, _____, residing at _____, have been charged with the violation as specified on the other side of this ticket. I acknowledge receipt of the warning printed in bold type on the other side of this ticket, and I waive arraignment in open court and the aid of an Attorney. I plead GUILTY to the offense as charged and request that this charge be disposed of and a fine or penalty fixed by the court.

Additionally, I make the following statement of explanation (optional):

All statements are made under penalty of perjury:

Date: _____ Signed: _____

SECTION B - PLEA OF NOT GUILTY

The following notice applies to you if the officer did not issue you a supporting deposition with your ticket.

NOTICE: YOU ARE ENTITLED TO RECEIVE A SUPPORTING DEPOSITION FURTHER EXPLAINING THE CHARGES PROVIDED YOU REQUEST SUCH SUPPORTING DEPOSITION WITHIN THIRTY (30) DAYS FROM THE DATE YOU ARE DIRECTED TO RESPOND TO THE COURT NOTED ON THE OTHER SIDE OF THIS APPEARANCE TICKET. DO YOU REQUEST A SUPPORTING DEPOSITION?

SUPPORTING DEPOSITION PROVIDED WHEN THIS TICKET WAS ISSUED? NO ☐ YES ☐ SPEEDING (Gen 101) ☒ GENERAL (Gen 101A) ☐

Signature _____

Address _____

City _____ State _____ Zip Code _____

NOTE: Mail this NOT GUILTY Plea within 48 hours. The court will notify you by First Class Mail of your appearance date.

APPLICANTS UNDER 18 YEARS OF AGE
MUST SUBMIT NAME AND ADDRESS OF PARENT OR GUARDIAN BELOW.

Name of Parent or Guardian _____

Address _____

City _____ State _____ Zip Code _____

FAILURE TO ANSWER THIS TICKET WILL RESULT IN THE SUSPENSION OF YOUR LICENSE AND A DEFAULT JUDGEMENT AGAINST YOU.

UTD-1.7 (4/02)

New York State - Department of Motor Vehicles
UNIFORM TRAFFIC TICKET

BD
LAST NAME _____ FIRST NAME _____ M.I. _____ POLICE AGENCY _____
 LOCAL POLICE CODE _____ APT. NO. _____ PHOTO LIC. SHOWN ☐

NUMBER & STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____
 OWNER IS OWNER ☒ LIC CLASS/ID TYPE _____
 I.D. NUMBER _____ SEX _____ DATE OF BIRTH (MMDDYY) _____
 STATE _____ LICENSE EXPIRES (MMDDYY) _____ VEH. TYPE _____ VEH. YR. _____ VEH. MAKE _____ VEH. COLOR _____
 PLATE # _____ REG. STATE _____ REGISTRATION EXPIRES (MMDDYY) _____

THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS

TIME (24hour HHMM) _____ DATE OF OFFENSE (MMDDYY) _____
 VTL RULES ☐ ADMN CODE ☐ FRWPL ☐ ECL ☐
 IN VIOLATION OF: (SECTION AND SUBDIVISION) _____ TRAFFIC LAW ☐ TAX ☐ TRANS ☐ NYCR ☐ OTHER LAW ☐
 DESCRIPTION / NARRATIVE _____ MPH _____ IN MPH ZONE _____
 CUL VEH ☐ BUS ☐ HAZ MAT ☐
 PLACE OF OCCURRENCE _____ HWY # _____ LOCATION CODE _____
 HWY TYPE _____ NOC _____

IN THE ☐ City ☐ Town ☐ Village _____ COUNTY OF: _____ PRECINCT: _____
 COMPLAINT SIGN AND PRINT NAME/RANK: Affirmed under penalty of perjury.

RADAR OPERATOR NAME (Print) _____
 DATE AFFIRMED _____ ARREST TYPE _____ OFFICER ID # _____ OFFICER'S COMMAND _____
 THIS MATTER IS SCHEDULED TO BE HANDLED ON THE APPEARANCE DATE BELOW IN THE: ☐ City ☐ Town ☐ Village ☐ Criminal ☐ District _____
 COURT OF: _____ COUNTY OF: _____ SUMMONS PART _____
 ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

☒ RETURN BY MAIL BEFORE, OR IN PERSON ON: **5/22/12** at **9:00 AM**
☐ MUST APPEAR IN PERSON ON: _____

A plea of guilty to this charge is equivalent to a conviction after trial. If you are convicted, not only will you be liable to a penalty, but in addition your license to drive a motor vehicle, or motorcycle, and your certificate of registration, if any, are subject to suspension and revocation as prescribed by law.

Conviction may subject you to a mandatory surcharge and/or Driver Responsibility Assessment as prescribed by law. Failure to respond may result in a warrant for your arrest, suspension of your driver license and/or a default judgement against you.

MOTORIST COPY-TSLED

BD **UT-50.4 (4/10)**

To Enter a Guilty Plea

- If you wish to plead guilty to a non-criminal moving violation, first locate the plea response date on the ticket. This date is typically located at the bottom of the summons (see sample document on page 1). Your guilty plea must be received by the Court on or before this date.
- Complete section A on the ticket ("Plea of Guilty"), place an X through section B, and mail the ticket to the Court. Upon receipt, a Judge will assign a fine for the violation(s) and the Court will mail a fining notice back to you with a future pay-date.

Can I pay my tickets online?

- Yes, you may now pay both your parking tickets as well as moving violations online!
 - **For Moving Violations**
 - Please visit www.HarrisonTownCourt.com and click on the "Payment Options" page for a complete list of options for making payment on your moving violation.
 - In order to pay your ticket(s) online, you must first enter a WRITTEN PLEA OF GUILTY to the ticket(s) and submit it to the Court for processing. You may do so by either signing "Section A – Plea of Guilty" on the ticket and returning it via mail or fax (914-835-1262) to the Court. If the original ticket(s) is unavailable for submission, you may fill out the Court's "Written Plea of Guilty to Uniform Traffic Ticket" form here and fax or mail it to the Court. Upon submission of the guilty plea, a fine notice will be mailed to the defendant's home address (be sure to keep the Court informed of any address changes) and then our third-party online payment vendor can be used to make payment. PAYMENT WILL NOT BE ACCEPTED BY THE COURT IF A GUILTY PLEA HAS NOT FIRST BEEN SUBMITTED.
 - **For Parking Tickets**
 - To pay your parking ticket online, please go to www.HarrisonTownCourt.com/parking and have your ticket number and the license plate of the vehicle on which the ticket was issued.

Forms of Payment

- Once a written plea of guilty is submitted to the Court via mail or fax, a fine notice will be mailed to the defendant. After the defendant is made aware of the amount due to the Court, payment can be made via a variety of methods. Up-to-date information about forms of payment can be found at www.HarrisonTownCourt.com. Click on "Payment Options" for a full explanation of how payment may be made.

To Enter a Not Guilty Plea

- If you wish to plead Not Guilty to a non-criminal moving violation, you may do so by completing section B on the ticket ("Plea of Not Guilty"), placing an X through section A, and mailing the ticket to the Court. The Court will then process your not guilty plea and mail you an Appearance/Pre-Trial conference date.
- **IMPORTANT:** It may take several weeks to a number of months before you receive written correspondence from the court. It is YOUR RESPONSIBILITY to notify the court in writing of a change of address.
- **IMPORTANT:** If you mail or return your ticket to the court prior to the response date printed on the ticket, please **DO NOT** appear at the court on the date indicated on the ticket. This is not your court date. Your court date will be mailed to you by the Court Clerk's office.

What is a Supporting Deposition?

- A Supporting Deposition is a legal document composed by the police officer who issued you the moving violation. Supporting Depositions provide you with additional information regarding the basis for the ticket.
- **IMPORTANT:** Many tickets that are computer printed (NOT HAND WRITTEN) provide Supporting Depositions automatically at the time the ticket is issued and are attached to the ticket itself. *DO NOT request a supporting deposition if one was already provided to you.* A sample supporting deposition is provided below:

SUPPORTING DEPOSITION / CPL 710.30 NOTICE TO
SUPPORT SIMPLIFIED TRAFFIC INFORMATION
LOCAL CRIMINAL COURT

COUNTY OF WESTCHESTER

STATE OF NEW YORK
THE PEOPLE OF THE STATE OF NEW YORK
VS

UTT NUMBER: 2

Officer, [redacted] of the New York State Police
a Police Officer and the Complainant alleges that the Defendant committed a violation of
1. (Law/Section/Subsection) VTL1180 0D 010

2. Description of Violation SPEED IN ZONE

3. Date 02/15/2008 Time 11:02:00 A C/T/V of TOWN OF HARRISON

4. Vehicle Year 1 Make Color WH License Plate No. State NY

5. General Direction of Travel by Defendant SOUTH

6. Highway (Type/Name) 1 / I684

7. Defendant's Speed 83 MPH in a 65 MPH Zone

8. Charge based on Officer's Direct observation

9. Speed Verified by LASER Model LTI - ULTRALYTE

10. Additional Information

TO THE ABOVE NAMED DEFENDANT:

PLEASE TAKE NOTICE THAT PURSUANT TO SECTION 710.30(1)(A) OF THE CRIMINAL PROCEDURE LAW, THE PEOPLE INTEND TO OFFER AT A TRIAL OF THE ABOVE ENTITLED ACTION EVIDENCE OF A STATEMENT MADE BY YOU ON 02/15/2008 AT 11:02:00 A. AT 1684, To Officer Name, a public servant

IN WHICH YOU SUBSTANTIALLY STATED AS FOLLOWS:

FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE AS A CLASS A
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE
STATE OF NEW YORK

Affirmed Under Penalty of Perjury
[Signature]

How many points will I receive if I plead guilty to or am convicted of my moving violation? What if I do not have a license in the State of New York?

- The New York State Department of Motor Vehicles administers the Driver Violation Point System. The DMV website lists common violations and their associated points: <https://dmv.ny.gov/tickets/about-nys-driver-point-system>
- If you are a non-New York driver, you must contact your home state's DMV/Licensing authority or your insurance company to inquire about how points assigned to your driving privileges in New York State will impact your license. Even though you may not have a New York license, you do still have driving privileges in the State of New York and points will be added to your privileges in New York just as if you were a New York licensee.

I just received my Appearance/Pre-Trial Conference letter from the Court and I cannot appear at the scheduled time. Can I change the date?

- If, upon receipt of your Appearance/Pre-Trial Conference notice, you determine that you ABSOLUTELY CANNOT APPEAR on the date set by the Court, you are entitled to one adjournment and one adjournment only.
- If you wish to exercise your right to this adjournment, you may make your request by submitting it via webform at www.HarrisonTownCourt.com. Click on "Online Transactions" and then select "[Adjournment Request for an Appearance/Pre-Trial Conference \(Traffic\)](#)." YOUR NEXT DATE WILL BE FINAL. Only ONE complimentary adjournment will be considered before you may be required to appear before a judge to schedule a new appearance date.