

**Harrison Town Court**  
**Frequently Asked Questions**  
**Vehicle and Traffic & Parking**

(updated December 17, 2013)

**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.

*Continue to next page*



# 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 8054

Last Name (Defendant) \_\_\_\_\_ First Name \_\_\_\_\_ MI: \_\_\_\_\_  
 Address and City \_\_\_\_\_ Apt. No. \_\_\_\_\_  
 State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 License Class **D**  
 License Expires \_\_\_\_\_  
 Plate Number \_\_\_\_\_ Reg. State \_\_\_\_\_ Registration Expires \_\_\_\_\_

**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.

**THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS**

Time <b>8:00 PM</b>	Date of Offense <b>05/08/2012</b>	IN VIOLATION OF <b>NYS V AND T LAW</b>
Section Sub Section <b>1180D</b>	Tr. Inf. <input type="radio"/> Misd. <input type="radio"/> Felony <input type="radio"/>	MPH <b>46</b> / MPH Zone <b>30</b>
Description of Violation <b>SPEED IN ZONE</b>	US DOT# _____	CDL Veh. <input type="radio"/> Bus <input type="radio"/> Haz Mat <input type="radio"/>
City Name <b>HARRISON, TOWN OF - 6054</b>	County <b>WESTCHESTER</b>	Hwy. No. <b>4</b> / LTR Code <b>1</b>
AFFIRMED UNDER PENALTY OF PERJURY <i>PO</i>	Date Arrested <b>05/08/2012</b>	Off Assign <b>2 - RADAR</b>
Officer's Signature _____	Badge/Shift <b>0057</b>	

**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?**

Yes  No

SUPPORTING DEPOSITION PROVIDED WHEN THIS TICKET WAS ISSUED? NO  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.

**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.

**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 MI. LOCAL POLICE CODE \_\_\_\_\_

NUMBER & STREET ADDRESS \_\_\_\_\_ APT. NO. \_\_\_\_\_ PHOTO LIC SHOWN

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

L.D. NUMBER \_\_\_\_\_ SEX \_\_\_\_\_ DATE OF BIRTH (MM/DDYY) \_\_\_\_\_  
 STATE \_\_\_\_\_ LICENSE EXPIRES (MM/DDYY) \_\_\_\_\_ VEH. TYPE \_\_\_\_\_ VEH. YR. \_\_\_\_\_ VEH. MAKE \_\_\_\_\_ VEH. COLOR \_\_\_\_\_  
 PLATE # \_\_\_\_\_ REG. STATE \_\_\_\_\_ REGISTRATION EXPIRES (MM/DDYY) \_\_\_\_\_

**THE PERSON DESCRIBED ABOVE IS CHARGED AS FOLLOWS**

TIME (24hour H:MM)	DATE OF OFFENSE (MM/DDYY)	VIOLATION
_____	_____	TRAFIC CODE _____
IN VIOLATION OF: (SECTION AND SUBDIVISION)		OTHER LAW _____
DESCRIPTION / NARRATIVE		MPH _____ IN MPH ZONE _____
PLACE OF OCCURRENCE		CDL VEH. <input type="radio"/> BUS <input type="radio"/> HAZ MAT <input type="radio"/>

IN THE  City  Town  Village \_\_\_\_\_ COUNTY OF: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

COMPLAINANT SIGN AND PRINT NAME/RANK Affirmed under penalty of perjury.  
\_\_\_\_\_

RADAR OPERATOR NAME (PIN) \_\_\_\_\_

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: \_\_\_\_\_

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](http://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.parkingticketpayment.com/harrison](http://www.parkingticketpayment.com/harrison) and have your ticket number and the license plate of the vehicle on which the ticket was issued.
    - Note: If your ticket begins with a D, enter the D followed by enough zeros to make the total length equal to 10. For example if your ticket number is D123456 enter it above as D000123456.

## 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 you are made aware of the amount due to the Court, the following methods of payment may be utilized:
  - To Pay Online: Please visit [www.HarrisonNYpayments.com](http://www.HarrisonNYpayments.com)  
Visa, Mastercard, Discover and American Express Cards are accepted. Please note that a service charge will be added to the fine/fee due to the Court.
  - To Pay by Phone: 877-793-9904  
Visa, Mastercard, Discover and American Express Cards are accepted. Please note that a service charge will be added to the fine/fee due to the Court. *Hablamos Español.*
  - To Pay In Person: Customer Service Window Hours are Monday thru Friday, 9am- 4pm (except from Memorial Day to Labor Day: M-F 9am - 3 pm). Cash (EXACT AMOUNTS ONLY! WE DO NOT HAVE CHANGE), Visa, Mastercard and Discover are accepted. American Express is NOT accepted in person at the window. There is NO service charge to use a credit card in person. Cardholder name must match the defendant's name printed on the ticket.
  - To Pay by Mail: A CERTIFIED CHECK or MONEY ORDER may be mailed to the Court. Please make the item payable to "Harrison Town Court" and be sure to print your name and case number on the front of the certified check or money order. Please DO NOT MAIL CASH!

## 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.



**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, please fax your Appearance/Pre-Trial Conference notice--along with a written explanation of why you are requesting the adjournment--at least a week before your scheduled Appearance date. The Court will then mail you another Appearance date and THIS 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.