

TOWN OF MARTINSBURG COURT

5405 Cemetery Road • Martinsburg, NY 13404

PO Box 16 • Martinsburg, NY 13404

Telephone: (315) 376-2299, ext. 2 • Fax: (315) 266-4427

MartinsburgTownCourt@nycourts.gov

Hon. Lacey Thisse, Town Justice

Angel Mantelli, Court Clerk

COURT SCHEDULE:

- 2nd Tuesday of each month at 5:30 p.m.
- 4th Tuesday of each month at 5:30 p.m. - DA Night*. Criminal defendants are encouraged to appear in Court at 5:00 p.m. or as directed by their attorney.

**Please note that the Lewis County District Attorney's Office no longer discusses traffic tickets at Court. For information regarding the Lewis County District Attorney's Office's reduction request process, please visit their website [here](#).*

COURT OFFICE HOURS:

- Every Tuesday from 5:30 p.m. to 7:00 p.m.

PAYMENT OPTIONS:

- CASH – Please DO NOT mail cash!
 - In person
 - Secure lockbox (tan lockbox to the left of the main entrance of the building)
- MONEY ORDER OR CERTIFIED CHECK
 - In person
 - Secure lockbox
 - Mail
- CREDIT CARD (VISA/MASTERCARD ONLY) – Please use the credit card authorization form below for all transactions except in person payments
 - In person
 - Secure lockbox
 - Mail
 - Fax
 - Email to MartinsburgTownCourt@nycourts.gov

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Credit Card Payment Authorization Form

CREDIT CARD PAYMENTS ARE ACCEPTED IN PERSON OR VIA FAX, MAIL, COURTHOUSE SECURE LOCKBOX, AND EMAIL AT MartinsburgTownCourt@nycourts.gov ONLY - NO PHONE PAYMENT PERMITTED. THE COURT ONLY ACCEPTS VISA AND MASTERCARD AT THIS TIME. PLEASE BE ADVISED, IF YOU PAY WITH A CREDIT CARD A 2.99% SERVICE FEE (HEREINAFTER "SERVICE FEE") WILL BE CHARGED TO YOUR CARD AS A SEPARATE TRANSACTION, SO YOUR ACCOUNT WILL REFLECT TWO TRANSACTIONS FOR THIS PAYMENT (ONE FOR THE FINE AND SURCHARGE, AND ONE FOR THE SERVICE FEE).

Case Information:

Defendant's Name: _____

Case No. or Ticket No.: _____

Fine Amount: _____ Surcharge Amount: _____ Scoff Fee (if any): _____

Cardholder Information (*you must attach a photocopy of your driver's license, if you are not the defendant named above*):

Credit Card: Visa _____ MasterCard _____ (*check one*)

Card Number: _____

Card ExpirationDate: _____

CV Code: _____ (*3 digit code on the back of your card*)

Card HolderName: _____

(print name as it appears on your credit card)

Card Billing Address & Zip Code: _____

Card Holder Telephone: _____

I hereby accept the fine(s), surcharge(s), scoff fees(s) (if any), and 2.99% service fee imposed by the Court and authorized payment thereof on the above-referenced credit card. NOTE: Should a bank reject your transaction, the Court may issue a civil judgment without further notice.

Signature (*must match credit card*)

THIS FORM IS FOR INFORMATIONAL PURPOSES ONLY

TO: Individuals Charged with Traffic Infractions Pending in the Town Court

This Court has received an accusatory instrument alleging that you have committed an offense. You are presumed innocent until proven guilty and you have the right to retain an attorney to represent you now, or at any stage in these proceedings.

You have various procedural options in the course of bringing this matter to a just disposition. You may choose to proceed in any of the following manners, or any other legally authorized manner. You may want to consult an attorney for guidance or representation before determining which course of action you will pursue. The Court may not provide you with a recommendation as to how you should proceed, or as to which of these or any other options you should choose.

YOU MAY:

Plead Not Guilty.

By pleading “Not Guilty” you exercise your right to a public trial at which the People of the State of New York, represented by the prosecution, must prove, beyond a reasonable doubt, that you have committed the offense alleged in the accusatory instrument. At the trial you will have the right to hear, see, and challenge the evidence submitted to prove your guilt, including, confronting, by cross-examination, the Police Officer, Peace Officer, or other witness or witnesses who testify against you. You have the right to have witnesses testify on your behalf and you may, but you are not required to, testify on your own behalf. The Court will determine, after hearing all the evidence submitted at the trial, whether or not the People have proven guilt beyond a reasonable doubt, and will render an appropriate verdict.

Plead Guilty as Charged.

By pleading “Guilty” you waive your right to a trial at which the People of the State of New York, represented by the prosecution, must prove beyond a reasonable doubt that you committed the offense alleged in the accusatory instrument. A plea of guilty will subject you to sentencing, by the Judge presiding, to any legally authorized sentence. You may withdraw, with the Court’s permission, your plea of guilty at any time prior to sentencing and exercise your right to a trial.

Communicate with the Appropriate Prosecutorial Office Concerning an Alternative Disposition.

You may contact the Prosecutor or other official who is responsible for proving the charge or charges against you and negotiate an agreement to plead guilty to a legally authorized alternate offense, including a lesser included offense, or a less severe offense or offenses. Any proposed agreement is subject to approval by the Court. Upon a plea of guilty to the agreed-upon offense, you will be subject to sentencing, by the Judge presiding, to any sentence legally authorized to be imposed for the offense to which you plead guilty.

The prosecutorial office responsible to prove the charge or charges against you alleged in the accusatory instrument is the Lewis County District Attorney. The website and telephone number for that office is:

Lewis County District Attorney

(315) 376-5390

<https://www.lewiscounty.org/departments/district-attorney/district-attorney>

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