

Due to the Directives from the Chief Administrative Courts the Walworth Town Court has been instructed to close till further notice. We do realize that you may have several concerns and questions if you receive a ticket and the Court is closed. So, we will try to cover what we think you may ask or have a concern over. Please be patient as this is uncharted waters for all of us.

- 1) First and for most we want to assure you that you will not be penalized in any way on tickets that have been received during this time.
- 2) I have a ticket that is a "Fix It" (tail light head light etc.) I got it fixed and had it signed off what should I do.
  - a. Just mail it in to 3600 Lorraine Drive Walworth Ny 14568
- 3) I got a traffic ticket for something other then a "fix It" (Speeding, AUO, accident etc.)
  - a. If you choose to plea Guilty fill out the top section on the right-hand side and mail it in
  - b. If you plead Not Guilty as you wish to speak with the Assistant District Attorney for a reduction fill out the lower section on the right-hand side "NOT GUILTY" and mail it in.
- 4) I need to file an eviction or a small claim
  - a. At this time, we are not accepting any of those cases per the Chief Administrative
  - b. You may email us at : [court@townofwalworthny.gov](mailto:court@townofwalworthny.gov) as soon as we are permitted to go back to work we will respond to them
- 5) I have a court date that is scheduled anywhere between now and May
  - a. We tried very hard in the time frame that we were given to mail out adjournment notices for Court dates this month (March). Keep in mind that with the new Laws in New York we still receive tickets a day before Court. So, we may not have been able to send out any notice. We do apologize for that.
  - b. As for Court dates in April again if we had you already on the schedule you will receive a notice.
  - c. If you have not received a notice from us please mail in your ticket with your guilty or not guilty plea and we will send you notice once we are able to return.
- 6) I owe on a ticket
  - a. We are asking that you mail in your payments with a money order or bank certified check. Please do not mail cash it is for your safety along with ours. Yes, we do take credit cards but at this time we are not sure when we can run them.
- 7) My License is suspended and you need to take care of it right away.
  - a. This is a very difficult situation if you find that you are in this situation please call 315-926-9624 and leave a message.

We realize that there are several questions and have not covered them. If there is something that you are unsure of please feel free to call 315-926-9624 and we will try to get back to you.

Thank you and as always be safe!