

Bristol Town Court

Oops, I got a ticket.....now what?

- Plead **Guilty** – Fill out **Section A** of the ticket you were issued by the officer. Make sure your address is correct. Return by date on the left side of the ticket, about two thirds of the way down on the page. The judge will assess a fine and you will be mailed a Fine Notice. Instructions on how to pay will be on this notice.
- Plead **Not Guilty** – Fill out **Section B** of the ticket you were issued by the officer. Make sure your address is correct. Return by date on the left side of the ticket, about two thirds of the way down on the page. You may correspond with the Assistant District Attorney (Colleen.Sullivan@co.ontario.ny.us) regarding a possible reduced charge and further instructions on how to proceed. The court will adourn your case until a resolution is reached.

Small Claims: - Most questions can be answered by visiting www.NYCourtHelp.gov. If you do not have access to a computer, contact the Court by phone (585-229-4523) or in person and ask them for a Small Claims Booklet. Bristol Town Court has office hours on **Wednesdays from 9 a.m. to 4 p.m.** If the defendant lives, works, or has a place of business in the Town, you can use the Small Claims Court. There is a maximum of \$3,000 on any claim brought into Small Claims Court in the Town. For further clarification, please contact the Court Clerk either by phone, in person, or Email (CBerry@nycourts.gov).