

Traffic Tickets – Town of Amsterdam Court

1. What do I do if I get a traffic ticket?

If you wish to plead **GUILTY** you may sign and date Part A on the ticket, mail it in and the Court will mail a fine notice back to you. If you wish to plead **NOT GUILTY** you may sign and date Part B on the ticket and mail it in to the Court or place in the Drop Box outside of the building. The Court will schedule a court date for a pre-trial conference with the Assistant District Attorney and notify you by mail. Please be sure your address is up to date with the court. All tickets must be mailed to the court prior to the appearance date on your ticket. If your traffic ticket is a **misdemeanor** charge the court will not accept a guilty plea by mail and you must appear in court on the date issued. Please note: tickets regarding uninspected vehicles are not fix-it tickets. Any ticket that is considered a fix-it ticket (i.e. equipment violations) are only dismissible if fixed within 24 hours.

2. I lost my original ticket, how do I enter a plea?

Please print a plea form from the main menu and submit to the court.

3. What do I do if I get a suspension notice?

Contact the court immediately by phone, fax or mail. DMV is ordered to suspend a license when a defendant does not appear or has not made any attempt to contact the court regarding their traffic ticket. To lift a suspension a defendant must enter a plea in writing to the court of either Guilty or Not Guilty. There is a \$70 suspension fee per ticket that can only be paid directly to the court. These fees can be paid with a money order or certified bank check by mail made payable to the Town of Amsterdam Court or in person by cash or credit card (Mastercard or Visa). Please note that **if your license has been ordered to be suspended a second time you must make an in-person appearance on a court night for your suspension to be lifted.** It will not be lifted or any suspension fee payment be processed until you appear in court. Print and fill out the Plea Form for Suspended License/Request Court Date from the main menu to submit with your suspension lift payment or request for court date.

4. How can I pay my fine?

You may submit a money order or certified bank check made payable to the Town of Amsterdam Court, by mail or in the drop box outside the building. Please be sure to include your name and date of birth printed clearly. Cash and Credit Cards (Mastercard or Visa) are accepted during office hours. Online and over the phone payments can be made through nCourt (www.paycourtonline.com or 1-800-701-8560). **Personal Checks are NOT Accepted.**

**All credit card payments are subject to a 2.99% credit card fee

**nCourt is a 3rd party online payment provider and does charge a convenience fee to process your payment.