

STATE OF NEW YORK
WASHINGTON COUNTY
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LOCAL JUSTICE COURT TRAFFIC TICKET
PLEA REQUEST FORM

Please forward the following information to Donald P. McPhee, 190 Main Street, P.O. Box 727, Salem, NY 12865. A self addressed stamped envelope is required to receive the Plea Memorandum.

- 1) Client's name, address, date of birth;
- 2) Copy of ticket(s) issued;
- 3) Whether the ticket and incident involved an accident. If so, please set forth property damage description and/or personal injury information. Also, advise whether insurance will cover anticipated damages;
- 4) Copy of driving abstract;
- 5) Special circumstances;
- 6) A proposed disposition;
- 7) Date of next appearance.

Upon receiving Plea Memorandum from this office, it may be forwarded directly to the Court for the Judge's signature and payment of fine. Any plea agreement is subject to approval of the Court.

Very truly yours,

DONALD P. MCPHEE