

**Lynbrook Village Court
1 COLUMBUS DRIVE
(PENINSULA BLVD. & MERRICK RD)
SAVE TIME AND EFFORT- PLEA BY MAIL**

YOU MAY RESPOND TO THIS SUMMONS IN THE FOLLOWING WAYS:

- You may appear AT THE DESIGNATED COURT DATE and plead guilty or not guilty
- You may plead guilty by mail
- You may plead not guilty by mail

WARNING: FAILURE TO RESPOND TO THIS SUMMONS WILL RESULT IN A WARRANT FOR YOUR ARREST AND MAY RESULT IN THE SUSPENSION OF YOUR DRIVER'S LICENSE.

If you plead guilty or not guilty by mail BEFORE the court date listed on your summons you DO NOT HAVE TO APPEAR in court on the court date. If you plead not guilty by mail you will be notified by mail as to when to appear.

PERSONAL APPEARANCE:

If you appear in person you must do so in the court date listed on your summons at the address listed above. If you have any questions, call 516-599-0416 between 8 AM and 4 PM, Mon-Fri.

THE COURT DOES NOT ACCEPT PERSONAL CHECKS. THE COURT DOES ACCEPT CASH, CERTIFIED CHECK OR MONEY ORDER ONLY TO PAY FINES.

GUILTY BY MAIL:

You may plead guilty by mail to most offenses. YOU MAY NOT PLEAD GUILTY BY MAIL IF YOU ARE CHARGED WITH THE FOLLOWING:

- A 3rd SPEED OFFENSE WITHIN THE PAST 18 MONTHS
- ANY SPEED OFFENSE IN EXCESS OF 60 MPH
- ANY MISDEMEANOR OFFENSE
- A VIOLATION OF NYS VTL 319-1, NO INSURANCE.

ACCEPTABLE PROOF OF INSURANCE:

IF YOU RECEIVED A SUMMONS FOR NO INSURANCE (VTL 319-1), THE ONLY PROOF OF INSURANCE THE COURT WILL ACCEPT IS A LETTER FROM YOUR INSURANCE COMPANY, (NOT AN INSURANCE BROKER) STATING THE VEHICLE IN QUESTION WAS INSURED ON THE DATE INDICATED ON THE SUMMONS. AN INSURANCE CARD WILL NOT BE ACCEPTED AS PROOF OF INSURANCE BY THE COURT.

TO PLEAD GUILTY BY MAIL:

MAIL THE FOLLOWING ITEMS TO THE LYNBROOK VILLAGE COURT:

- Your traffic summons with PART A completed and signed.
- The court will set the fine and notify you by mail.
- Use only the above listed payment methods, payable to Lynbrook Village Justice Court, in the amount of the fine with the specified time indicated.

If you receive a summons for operating without a license or registration, please forward a copy of the valid document along with the summons to the above court.

TO PLEAD NOT GUILTY BY MAIL:

FOLLOW THE INSTRUCTIONS ON PART B OF YOUR SUMMONS

If you have any questions, you may call (516) 599-0416 8-4 Mon-Fri.

Your court date is ____ | ____ | ____ at 7:15 PM