

Guilford Town Court  
223 Marble Road  
Guilford, NY 13780  
(607) 895-6831 Fax(607)895-6832

Welcome to Guilford Town Court. Court is held every Tuesday at 2:00pm and Thursday at 2:00pm – except holidays. The Assistant District Attorney is present on the 2<sup>nd</sup> Tuesday of the month at 1:00pm and on the 4<sup>th</sup> Thursday at 1:00pm.

***You may want to call ahead to verify hours as there may be occasions the Court is closed (outside drop box is always available).***

Eviction Proceedings: If you need help with an eviction proceeding, please contact an attorney or visit the [www.nycourthelp.gov](http://www.nycourthelp.gov) web site for more information. At some point, you will need to contact the Court to schedule a court date. The filing fee is \$20.00.

Small Claims: The party you are filing against must live, work, or have a place of business in the Town of Guilford. The allowable maximum amount to claim in Town Court is \$3,000.00. For more information, please read the NY Courts Small Claims Handbook, which is available in the Lobby of the Guilford Town Hall. For claims up to \$1,000.00, the filing fee is \$10.00. For claims over \$1,000.0 the filing fee is \$15.00.

Traffic Tickets: Be sure to review all information and instructions printed on your ticket(s). It is your obligation to enter a plea to each ticket, on or by the return date on the ticket, and to make sure the Court receives that plea.

Although you are not required to have an attorney, you have the right to have representation at every step of the proceedings.

If the charge on the ticket is a MISDEMEANOR, or a third or subsequent speed in an 18-month period, you MUST appear IN PERSON on the date listed on the ticket.

If the charge on the ticket is NOT a MISDEMEANOR, or third or subsequent speed in an 18-month period, you may either appear in person on the date listed on the bottom left of the ticket, or you may respond by mail by filling out one of the sections on the right side of the ticket and sending it to the Court. Please include your current mailing address and phone number.

To plead **GUILTY**, complete and sign Section A of your ticket. Once the Court receives your plea, the Judge will impose a sentence which could consist of a fine. There is also a NY State mandated surcharge. A fine notice will be mailed to you stating the amount due as well as acceptable methods to make the payment, and NYS DMV will be notified of your plea so they may assess any points or other penalties separate from the Court.

To plead **NOT GUILTY**, complete and sign Section B of your ticket. After the Court receives your plea, a letter will be mailed to you explaining your options and giving you a CONTROL DATE by which one of those options will need to be pursued. Your options would be to contact an attorney of your choosing to help you with this matter or contact the Chenango County District Attorney's Office if you wish any plea bargain/reduction to the original charge. You may also request the Court to set a future trial date should you desire a TRIAL.

There is no initial amount to pay on a NYS traffic ticket. The Judge assesses the penalty once a plea of GUILTY has been entered to the original charge or to a reduced charge, or should you be found guilty after TRIAL.

A Supporting Deposition is a detailed account from the Officer regarding the issued ticket. The Officer may have given you the supporting deposition with the ticket. It could be attached to the ticket as one long piece of paper or the Officer may have separated it from the ticket.

If you have any question about **points**, please contact your local NYS DMV. If you are an out of state driver, please contact your home licensing state Department of Motor Vehicles (DMV).

**NOTE:** If you fail to respond to your ticket, or later fail to make a payment, (Contact the Court for a payment schedule if need be.) your driving privilege may be suspended.

For any and all other questions not covered here, please contact the court by phone (607)895-6831 or by email at [Kosborn@nycourts.gov](mailto:Kosborn@nycourts.gov).