

IMPORTANT INFORMATION

DANSVILLE VILLAGE COURT & NORTH DANSVILLE TOWN COURT
LIVINGSTON COUNTY

THIS COURT IS PART TIME AND OPERATES ON PART TIME HOURS
PLEASE SEE INFO BELOW

1. How to contact the court

- a. By email - ndansvilletowncourt@nycourts.gov
 - i. **Clerk will respond via email within 5 business days**
- b. By mail - 14 Clara Barton Street, Dansville NY 14437
 - i. Include your name and date of birth on all correspondences
 - ii. **ALL COURT NOTICES ARE SENT VIA MAIL**

2. Court Hours; For all in person inquiries & court appearances

- a. Only when court is in session
 - i. 1st Tuesday of the Month at 6:00p.m. - Judge Weidman
 - ii. 3rd Thursday of the Month at 9:00a.m. - Judge Werth
 - iii. 3rd Thursday of the Month at 11:00a.m. - Judge Kenney

3. Received a Traffic Ticket?

- a. Either reply by mail/or in person by date on ticket. **Should you receive a traffic ticket that is a misdemeanor offense, YOU MUST APPEAR IN COURT ON THE DATE WRITTEN ON THE TICKET.**
- b. Plea "not guilty" - Next Court Date Notice will be **MAILED** to you, which includes info. on how to contact the District Attorney's Office. May take up to 2 weeks for you to receive the notice.
- c. Plea "guilty" - Fine and Surcharge Notice will be **MAILED** to you. Your "guilty" plea may take 2-3 weeks for processing.
- d. If you no longer have your traffic ticket, email the court ndansvilletowncourt@nycourts.gov and the Court Clerk will assist you

4. How to make a payment

- a. Money Order or Certified Check - **NO PERSONAL CHECKS**
 - i. Money Order/Certified Check must be made payable to the correct court or it will be returned to you - Include your name, date of birth, or case #
- b. Online payment - paycourtonline.com (a convenience fee will apply)

5. Livingston County District Attorney

(585) 243-7020

LCDA@livingstoncountyny.gov

DO NOT CONTACT THE VILLAGE CLERK OR TOWN CLERK. THEY CANNOT ASSIST YOU.

ONLY THE COURT CLERK CAN ASSIST YOU.

THE COURT, VILLAGE, and TOWN EMPLOYEES CANNOT GIVE LEGAL ADVICE