

# **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](mailto: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. 1<sup>st</sup> Tuesday of the Month at 6:00p.m. - Judge Weidman
  - ii. 3<sup>rd</sup> Thursday of the Month at 9:00a.m. - Judge Werth
  - iii. 3<sup>rd</sup> 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](mailto: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](http://paycourtonline.com) (a convenience fee will apply)

**5. Livingston County District Attorney**

(585) 243-7020

[LCDA@livingstoncountyny.gov](mailto: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**