



New York State Department of Motor Vehicles
Office of Administrative Adjudication
Traffic Violations Bureau

AFFIDAVIT IN LIEU OF APPEARANCE

State of _____

RE: Summons No. _____

County of _____

_____, being duly sworn, deposes and says:

I am the motorist described in the above summons. I am charged with committing a traffic infraction, and I have pleaded "not guilty" to that charge.

I live at _____

_____. My date of birth is ____/____/____.

I am unable to appear at a hearing because: _____

I request that the Administrative Law Judge read and consider my following statement, and make it part of the record before reaching a decision on my case. I waive my right to appear in person, to question witnesses, and/or to object to any evidence presented at the hearing.

I understand that, in my absence, the Administrative Law judge may take any authorized legal action against me as if I were present at the hearing. Such action might include, but is not limited to, fining me, suspending or revoking my driver license or driving privilege, and/or registrations. I still reserve the right to appeal any decision against me.

You MUST explain why you believe you are "not guilty". (Continue on the back if necessary — attach copies of any additional evidence.)

SIGNED → _____
Motorist

Sworn to before me this _____ day of _____, in the year of _____

→ _____
Notary Public Signature (Sign Name in Full) Notary Public Stamp

