

Attention **ALL** Court Appearances

Due to the rise in current Covid-19 cases in the 5th Judicial District, the following directives are being implemented immediately.

- There shall be **"no in-person"** proceedings in the 5th Judicial District Town and Village Courts unless absolutely required.
- Court matters may still be conducted **virtually** if all parties are able to do so technologically.
- If you are here for an **arraignment** of a **criminal matter**, you ***MUST*** email the court at court@townofdewitt.com or call the court clerks office at **315-446-9180/7136 Monday-Friday, 8:30-4:30** so we can set up a virtual arraignment if you have the technical capabilities (Smartphone, Laptop, Tablet, Desktop) to do so.
- If you have received a **Criminal Summons/Appear or Warrant** letter from the Town of DeWitt Justice Court, this does not excuse you. You ***MUST*** contact the court via email or telephone for further instructions at court@townofdewitt.com or **315-446-9180/7136**.
- If you are appearing on a **non misdemeanor Vehicle and Traffic** matter, you will need to submit a plea of either guilty or not guilty to the court. If you have your original ticket, please write your plea on the ticket and return to us at DeWitt Town Court, 5400 Butternut Drive East Syracuse, NY 13057. If you do not have your original ticket, please email your plea to court@townofdewitt.com. For **misdemeanor Vehicle and Traffic** charges such as Aggravated Unlicensed Operation, please contact the court via email or telephone so we can arrange your arraignment. The court will follow up with you via US Mail to direct you on your next steps so please be sure the court has your correct address, telephone number and email.
- If you are appearing on a Civil matter such as an **eviction proceeding or small claim**, please contact the court for further instructions.
- If you have a **pending case** and have been assigned/retained an attorney, please contact your attorney.

*Please visit the Town of DeWitt website for updates at
townofdewitt.com*