

VILLAGE JUSTICE COURT
Village of Great Neck Plaza, Inc.

GUSSACK PLAZA • P.O. BOX 440 • GREAT NECK, NY 11022 • (516) 482-4500

NEIL R. FINKSTON
Village Justice

SUBMISSION INSTRUCTIONS

RICHARD KESTENBAUM
Associate Village Justice

All documents and photographs are to be submitted to the Court by mail or in-person and will not be returned. You will be notified of the Court's decision by mail.

Written Explanation

If you would like to provide an explanation with your plea for the Court's consideration, you may submit a formal letter including your name, address, summons number(s) and explanation. Attach any documents and/or photographs needed for the Court's review.

Registration Violation

In addition to any written explanation you may wish to provide, submit a copy of the valid NYS registration (the portion with your name and address) and/or proof of renewal of your registration.

Inspection Violation

In addition to any written explanation you may wish to provide, submit a copy of a valid NYS inspection report.

License Violation

In addition to any written explanation you may wish to provide, submit a copy of a valid NYS Driver's License

Insurance Violation

INSURANCE CARDS ARE NOT ACCEPTED. An original letter from the **Underwriting Department** of your insurance company (not a broker or an agent). The letter must be signed "**Underwriting Department.**" All letters must be typed and on company letterhead. The letter must state the effective dates of the coverage period and that no lapse occurred during the effective dates of the coverage period. The letter must state that the coverage was in full force on the date your summons was issued. The letter must also give a full description of the vehicle including year, model and vehicle identification number (VIN).

Equipment Violation

If a summons is issued for an equipment violation, pursuant to VTL sections 375, 376, or 381 (except where both headlamps are defective and except a violation relating to service brakes or audio amplification systems), the charge will be dismissed if proof is presented to the court that the defect was corrected prior to ½ hour after sunset on the first full business day after issuance of the summons (VTL section 376-a). You must submit the **Statement of Correction For Equipment Defect** form issued to you at the time of violation and/or a copy of the repair bill clearly stating repair date and time.