

Client Instructions Sheet

THANK YOU FOR CHOOSING JEFFREY ZIFF, P.C. AS YOUR ATTORNEYS!

WE HOPE THAT THE FOLLOWING INFORMATION WILL ANSWER MOST OF YOUR QUESTIONS AND HELP YOU GET THE BEST RESULT.

- Cases may be rescheduled in the client's best interest, OR for attorney's convenience.
- Whenever possible, it is important for you to attend the hearing. Please come on time. While it is possible for the attorney to represent you, you will increase your odds of winning if you are present.
- **ON OCCASION, THE ATTORNEY MAY ARRANGE FOR COVERAGE OF YOUR CASE WITH AN EXPERIENCED COLLEAGUE OR ASSOCIATE. IN ALL CASES OUTSIDE OF CONEY ISLAND TVB, AN EXPERIENCED ASSOCIATE WILL HANDLE YOUR CASE. IF YOU HAVE ANY PROBLEMS LOCATING YOUR ATTORNEY, PLEASE CALL THE OFFICE IMMEDIATELY. DO NOT ENTER THE COURT ROOM UNASSISTED.**
- Please tell Jeffrey Ziff or the attorney handling your case of any circumstances that would assist in your defense (witnesses, traffic conditions, etc.) Take pictures of any object or area that may be relevant to your case. Remember to bring them to the hearing.
- A witness can appear in person or by affidavit. So, if necessary ask our office for a witness affidavit form.
- **ALL BALANCES WITH OUR OFFICE MUST BE PAID NO LATER THAN YOUR FIRST SCHEDULED HEARING DATE!**
- We also suggest for you to complete a point & insurance reduction program before the trial (if you haven't done so in the last 18 months). This might help in your case.
- Please obtain a copy of your driving record and advise the office of how many points you have. This is **not** our responsibility!
- If you have/had a medical condition preventing you from wearing a seatbelt, please ask your doctor to write you a letter describing this fact. (You need this only if you received a ticket for not wearing a seatbelt).
- **Please notify the office of any phone number or address changes.**
- If you received a ticket for passing a red light and you think that the light was broken, please notify the office immediately, so we can research this fact and get all necessary documents before the trial date.
- **The attorney does not, and cannot guarantee that you will not be found guilty.** We would like nothing more than to make sure all clients are found "not guilty". However, this would be impossible. We do guarantee that you will be represented to the best of our abilities.
- Vehicle & Traffic Law § 1199 and 503(4) requires that, as of November 18, 2004, if a motorist accumulates six (6) points or more within 18 months, a motorist must pay the Driver Responsibility Assessment. The Driver Responsibility Assessment will cost \$100.00 for the first six (6) points and \$25.00 for each additional point, each year for three (3) years. If you fail to pay the assessment fee, the DMV will suspend you license.

REMEMBER, THE HARDER YOU WORK TO WIN THE CASE, THE BETTER YOUR CHANCES ARE OF BEING FOUND "NOT GUILTY"

Good Luck!

Read and understood by me,



← Client's Initials Date: _____