

Hon. Norman L Watts, Jr.

Judge – Town of Fenner Court
3151 Fenner East Rd.
Cazenovia, New York 13035
Phone: (315) 655-2062
FAX: (315) 655-4619

To Whom It May Concern,

Subject: Town Of Fenner Court Business

If you've come to the Town of Fenner Office to transact business with the Town of Fenner Court, please be advised that the following rules are in effect:

FINES

1. Only Official Court personnel can accept fines in ANY form. This is limited to the Court Clerk or the Judge personally.
2. If you've come to the Town offices during periods when the Court is NOT in session, you can still process your fines, but MUST do it in one of the following ways:
 - A. You may send a Money Order or Certified Bank Check in the EXACT amount of the fine/surcharge to the letterhead address. The Court will process that payment and send you a Court receipt for the funds.
 - B. If you've received a Notice from the Court regarding a ticket that you have received, and you choose to plead guilty, you can sign the bottom of the form and leave it in the Court Drop Box, mail it to the court or FAX it to the Court using the Court letterhead address. The Court will then send you a notice providing you of the amount of the Fine and State Mandated Surcharge. You can then follow step 2 (A) above.
 - C. If you choose to pay by Credit or Debit card, you must include the card type (Visa or MasterCard only), card number, expiration date, and 3 digit CCV Code on the notice. The court will process the Credit or Debit card payment on your behalf and send you a Court receipt for the funds.
3. If none of the methods of payment listed in Part 2 are acceptable to you, then you MUST appear in person at the Court. Court is in session starting at 2:30 PM the first and third Monday of each month.

COURT “LEGAL FORMS”

In strict compliance with New York State law, courts that are part of the New York State Unified Court System (Town of Fenner is one) are forbidden to give “legal advice”. This “advice” includes “forms” of all types that are associated with legal processes in the court (ie evictions).

The only exception to this rule is in the case of “Small Claims Court” filings. Forms for Small Claims Court filings and a Small Claims Court instructional brochure can be obtained when court is in session starting at 2:30PM on the first and third Monday of each month.

It is not legal for Town of Fenner personnel to transact Court business in ANY form so please do not place them in awkward positions by requesting or demanding that they do so.

After thoroughly reading and understanding the above, if you still have questions or concerns, please don't hesitate to contact me in one of the following ways:

Email: NWATTS@NYCOURTS.GOV – Preferred Method

Telephone: (315) 655-2062

Your support in this matter is greatly appreciated.

Hon. Norman L. Watts Jr.

Judge – Town of Fenner Court

Madison County

6th Judicial District

New York State Unified Court System