

Criminal Court Appearance Ticket

Name (<i>Last, First, MI</i>)	Date of Birth (<i>mm/dd/yy</i>)
Cell Phone Number (<i>where court may contact you</i>) ()	Home Phone Number (<i>where court may contact you</i>) ()

Show up to court on:

Court Appearance Date (*mm/dd/yy*):**at: 9:30 a.m.**

Your court appearance location:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bronx Criminal Court	Kings & New York Criminal Court	Midtown Community Court	Redhook Community Justice Center	Queens Criminal Court	Richmond Criminal Court

****To avoid a warrant for your arrest, you must show up to court.******At court, you may plead guilty or not guilty.**

Please see back for exceptions for Public Urination and Public Consumption of Alcohol offenses.

Court Locations: You must appear at the court location identified above.

Bronx Criminal Court	215 E 161 Street, Bronx, NY 10451
Kings & New York Criminal Court	346 Broadway, New York, NY 10013
Redhook Community Justice Center	88-94 Visitation Place, Brooklyn, NY 11231
Midtown Community Court	314 W 54 Street, New York, NY 10019
Queens Criminal Court	120-55 Queens Boulevard, Kew Gardens, NY 11415
Richmond Criminal Court	26 Central Avenue, Staten Island, NY 10301

You are Charged as Follows:

Title of Offense:

Time 24 Hour (*hh:mm*)Date of Offense (*mm/dd/yy*)

County

Place of Occurrence

Precinct

In Violation of Section

Subsection

VTL

Admin
CodePenal
LawPark
Rules

Other



Summons Number: 1234567890

For Additional Information and Questions:

Visit the website or call the number below for additional information about your court appearance and translation of this document.

www.mysummons.nyc
OR

Call 646-760-3010

Defendant stated in presence of Complainant (*in substance*):

I personally observed the commission of the offense charged herein. False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law. Affirmed under penalty of law.

Complainant's Full Name Printed	Rank/Full Signature of Complainant	Date Affirmed (<i>mm/dd/yy</i>)
Agency	Tax Registry #	Command Code

DEFENDANT'S COPY

Criminal Court Appearance Ticket

Court date, time and location are the most important of all information on this form, so it must be near the top.

The title describes the summons' purpose and required action from the defendant's perspective while maintaining its official character.

Since the personal information has been removed from the defendant's copy, recording the DOB upholds the legitimacy of the summons.

Show up to court on:

Appearance Date (mm/dd/yy):

at: 9:30 a.m.

Putting the default time in large font makes it clear to the defendant when their court appointment is.

The bubbles clearly specify the correct court location. This reduces hassle for the officer and avoids confusion for the defendant.

Court appearance location:

Bronx Criminal Court Kings & New York Criminal Court Midtown Community Court Redhook Community Justice Center Queens Criminal Court

****To avoid a warrant for your arrest, you must show up to court.**
At court, you may plead guilty or not guilty.**

See back for exceptions for Public Urination and Public Consumption of Alcohol offenses.

Court Locations: You must appear at the court location identified above.

Bronx Criminal Court 215 E 161 Street, Bronx, NY 10452
Kings & New York Criminal Court Broadway, New York, NY 10013
Redhook Community Justice Center Station Place, Brooklyn, NY 11216
Midtown Community Court 754 Street, New York, NY 10019
Queens Criminal Court Boulevard, Kew Gardens, NY 11414
Richmond Criminal Court 26 Central Avenue, Staten Island, NY 10314

This statement makes it clear that appearing in court is not an admission of guilt.

This emphasizes the negative consequence of not showing up to court; people often respond more strongly to phrasing that focuses on losses.

You are Charged as Follows:

Title of Offense:

Year (dd/mm/yy)

Date of Offense (mm/dd/yy)

County

Place of Occurrence

Precinct

In Violation of Section

Subsection

A.L.

A.D.M.

C.A.B.

F.M.L.

P.A.

Other

The more personal language connects the defendant with their charge. This encourages a serious and careful reading of the information on the form.

Summons Number: 123456789

For Additional Information and Questions:

Visit the website or call the number below for additional information about your court appearance and translation of this document.

www.mysummons.nyc

OR

Call 646-760-3010

Labeling the summons number (required for the mail payment option) makes it easier for the defendant to identify it.

A website and phone number are now listed, making it easier for defendants to get additional information if needed.

Arrested in presence of Complainant (in substance):

I personally observed the commission of the offense charged herein. False statements made by me constitute a Class A Misdemeanor pursuant to section 210.45 of the Penal Law. Affirmed under penalty of law.

Complainant's Full Name Printed

Rank/Full Signature of Complainant

Date Affirmed (mm/dd/yy)

Agency

Tax Registry #

Command Code

DEFENDANT'S COPY

What You Need to Do

- 1. Show up to Court.** Go to court at the location and time written on the front of this summons. ****To avoid a warrant for your arrest, you must go to court.****
- 2. Plead Guilty or Not Guilty.** Choose to plead guilty or not guilty while you are at court.

Exceptions

For Public Consumption of Alcohol OR Public Urination

Only these two offenses have the option to plead guilty by mail, which must be done **within 10 days** of the Date of Offense on the front of this form.

If you plead guilty by mail you do not have to come to court.

How to Plead Guilty by Mail

- Complete and sign the "Guilty Plea by Mail Form" below **within 10 days** of the Date of Offense on the front of this form.
- Prepare a check or money order payable to "NYC Criminal Court" for **\$25 for Public Consumption of Alcohol** or **\$50 for Public Urination**.
****Write the summons number found on the bar code on the front of the check or money order. DO NOT SEND CASH.**
- Mail the check or money order along with this completed form to:
NYC CRIMINAL COURT, P.O. BOX 555, NEW YORK, N.Y. 10013-0555

****The court record of this case will show your guilty plea to an offense that is not a crime under New York law. This guilty plea will be a public record available at the courthouse. Consult with an attorney if you have questions about this.****

Guilty Plea by Mail Form

I hereby plead guilty to the following charge (Check the correct charge):

Public Consumption of Alcohol [10-125(b)]: a violation not a crime as charged on this summons.

*I understand that this violation is punishable by a fine of not more than \$25 or imprisonment of up to five days or both.

*I agree that the sentence imposed will be a \$25 fine.

Public Urination [16-118(6)]: a violation not a crime as charged on this summons.

*I understand that this violation is punishable by a fine of \$50-250 or imprisonment for up to ten days or both.

*I agree that the sentence imposed will be a \$50 fine.

By entering a plea of guilty to this charge I agree to the following:

*I waive arraignment in open court, the right to the assistance of a lawyer, and the right to receive a copy of the accusatory instrument.

*I understand that a plea of guilty to the charge is equivalent to a conviction after a court trial.

*I understand that the court can refuse my guilty plea. If this occurs my payment will be returned and the court will notify me in writing when and where to come to court regarding this summons.

I plead guilty to and admit committing the offense as set forth in this summons.

Signature: _____

Date: _____

Action items are clearly listed and preceded by key words in bold. The use of numbers guides the defendant through easy steps.

This first action step establishes showing up to court as the default option.

This personalized header directs the defendant's attention to required action steps.

What You Need to Do

- 1. Show up to Court.** Go to court at the location and time written on the front of this summons. ****To avoid a warrant for your arrest, you must go to court.**
- 2. Plead Guilty or Not Guilty.** Choose to plead guilty or not guilty while you are at court.

Similar to the front page statement, this framing emphasizes the negative consequences of inaction.

Exceptions

For Public Consumption of Alcohol OR Public Urination

Only these two offenses have the option to plead guilty by mail, which must be done within 10 days of the Date of Offense on the front of this form.

****If you plead guilty by mail you do not have to come to court.****

Italics, bold text and underlining clarify which offenses fall under the exception and create a salient deadline for action.

How to Plead Guilty by Mail

Complete and sign the "Guilty Plea by Mail Form" below within 10 days of the Date of Offense on the front of this form.

Write a check or money order payable to "NYC Criminal Court" for **Public Consumption of Alcohol or \$50 for Public Urination**.

****Write the summons number found on the bar code on the front of your check or money order. DO NOT SEND CASH.**

3. Mail the check or money order along with this completed form to:
NYC CRIMINAL COURT, P.O. BOX 555, NEW YORK, N.Y. 10013-0555

****The court record of this case will show your guilty plea to an offense that is not a crime under New York law. This guilty plea will be a public record available at the courthouse. Consult with an attorney if you have questions about this.****

The framing of this section subtly nudges the defendant to plead by mail.

Guilty Plea by Mail Form

I hereby plead guilty to the following charge (Check the correct charge):

Public Consumption of Alcohol [10-125(b)]: a violation not a crime as charged on this summons.

***I understand that this violation is punishable by a fine of not more than \$25 or imprisonment of up to five days or both.**

***I agree that the sentence imposed will be a \$25 fine.**

Public Urination [16-118(6)]: a violation not a crime as charged on this summons. ***I understand that this violation is punishable by a fine of \$50-250 or imprisonment for up to ten days or both.**

***I agree that the sentence imposed will be a \$50 fine.**

By entering a plea of guilty to this charge I agree to the following:

***I waive arraignment in open court, the right to the assistance of a lawyer, and the right to receive a copy of the accusatory instrument.**

***I understand that a plea of guilty to the charge is equivalent to a conviction after a court trial.**

***I understand that the court can refuse my guilty plea. If this occurs my payment will be returned and the court will notify me in writing when and where to come to court regarding this summons.**

I plead guilty to and admit committing the offense as set forth in this summons.

Signature: _____ Date: _____