

FRONT: Old Summons Form

CRC-3206 (5/12)

Complaint/Information

The People of the State of New York vs.

Name (Last, First, MI)									
Street Address							Apt. No.		
City					State		Zip Code		
ID/License Number				State	Type/Class	Expires (mm/dd/yy)		Sex	
Date of Birth (mm/dd/yy)		Ht	Wt	Eyes	Hair	Plate/Reg			
Reg State	Expires (mm/dd/yy)		Plate Type	Veh Type	Make		Year	Color	

The Person Described Above is Charged as Follows:

Time 24 Hour (hh:mm)		Date of Offense (mm/dd/yy)			County
Place of Occurrence					Precinct
In Violation of Section	Subsection	VTL	Admin Code	Penal Law	Park Rules
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Title of Offense:

Bronx Criminal Court - 215 E 161 st Street, Bronx, NY 10451
Kings Criminal Court - 346 Broadway, New York, NY 10013
Redhook Community Justice Center - 88-94 Visitation Place, Brooklyn, NY 11231
New York Criminal Court - 346 Broadway, New York, NY 10013
Midtown Community Court - 314 W 54 th Street, New York, NY 10019
Queens Criminal Court - 120-55 Queens Boulevard, Kew Gardens, NY 11415
Richmond Criminal Court - 67 Targee Street, Staten Island, NY 10304

Defendant stated in my presence (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 (mm/dd/yy)	
Agency		Tax Registry #		Command Code	
The person described above is summoned to appear at NYC Criminal Court located at:				Summons Part	County
Date of Appearance (mm/dd/yy)				At 9:30 a.m.	

DEFENDANT'S COPY

FRONT: Draft of New Form

CRC-3206 (2/15)

Criminal Court Appearance Ticket

Name (Last, First, MI)		Date of Birth (mm/dd/yy)	
Cell Phone Number (where court may contact you) ()		Home Phone Number (where court may contact you) ()	
Show up to court on:			
Court Appearance Date (mm/dd/yy):		at: 9:30 a.m.	
Your court appearance location:			
<input type="radio"/> Bronx Criminal Court	<input type="radio"/> Kings & New York Criminal Court	<input type="radio"/> Midtown Community Court	<input type="radio"/> Redhook Community Justice Center
<input type="radio"/> Queens Criminal Court	<input type="radio"/> 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 Code	Penal Law	Park Rules
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 (mm/dd/yy)	
Agency		Tax Registry #		Command Code	

DEFENDANT'S COPY

BACK: Old Summons Form

Notice - If you do not follow these instructions a warrant may be ordered for your arrest.

To Plead Not Guilty: You must come to court at the place and time shown on the front of this summons.

To Plead Guilty: You must come to court at the place and time shown on the front of this summons. However, if you are charged with **Public Consumption of Alcohol**, or **Public Urination**, you may plead guilty by mail. If you plead guilty by mail you do not have to come to court.

To Plead Guilty by Mail within 10 days of the date this summons was issued (To one of the above two charges only):

- * Complete and sign the **"Guilty Plea by Mail Form"** below.
- * 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 on the check or money order.

DO NOT SEND CASH.

* Mail the check or money order with this completed form to:

NYC CRIMINAL COURT
P.O. BOX 555
NEW YORK, N.Y. 10031-0555

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

For Public Consumption of Alcohol or Public Urination Only

I hereby plead guilty to the following charge: (Place a mark next to the correct charge.)

☐ **Public Consumption of Alcohol** [Administrative Code section 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** [Administrative Code section 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 _____

Check or Money Order Payable to NYC Criminal Court Must Be Enclosed.

BACK: Draft of New Form

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

1. Complete and sign the "Guilty Plea by Mail Form" below **within 10 days** of the Date of Offense on the front of this form.
2. 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.**
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.****

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: _____