

**OLD**

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	Other	

**Title of Offense:**

- Bronx Criminal Court - 215 E 161<sup>st</sup> 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<sup>th</sup> 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):

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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:

Date of Appearance (mm/dd/yy)		At 9:30 a.m.			
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**DEFENDANT'S COPY**

**NEW**

GLUE LINE

CRC-3206 (1/16)

### 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:**  Other (specify) \_\_\_\_\_

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 Consumption of Alcohol and Public Urination offenses.

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

- Bronx Criminal Court ..... 215 E 161<sup>st</sup> Street, Bronx, NY 10451
- Kings & New York Criminal Court ..... 1 Centre Street, 16<sup>th</sup> Floor, New York, NY 10007
- Redhook Community Justice Center ..... 88-94 Visitation Place, Brooklyn, NY 11231
- Midtown Community Court ..... 314 W 54<sup>th</sup> Street, New York, NY 10019
- Queens Criminal Court ..... 120-55 Queens Boulevard, Kew Gardens, NY 11415
- Richmond Criminal Court ..... 26 Central Ave, 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	Other	

**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](http://www.mysummons.nyc)

**OR**

Call 646-760-3010

Defendant stated in my presence (in substance):

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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)	
Tax Registry #	Agency			Command Code	

**DEFENDANT'S COPY**

**OLD**

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 NYC Book Copy Precinct

In Violation of Section Subsection VTL Admin Code Penal Law Park Rules Other

**Title of Offense:**

Bronx Criminal Court - 215 E 161<sup>st</sup> 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<sup>th</sup> 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 Summons Part County located at:

Date of Appearance (mm/dd/yy) At 9:30 a.m.

**DEFENDANT'S COPY**

**NEW**

GLUE LINE

CRC-3206 (1/16)

### Criminal Court Appearance Ticket 1

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)

2 **Show up to court on:** Court Appearance Date (mm/dd/yy): **at: 9:30 a.m.**

**Your court appearance location:** Other (specify)

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

3 **\*\*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 Consumption of Alcohol and Public Urination offenses.

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

Bronx Criminal Court ..... 215 E 161<sup>st</sup> Street, Bronx, NY 10451  
Kings & New York Criminal Court ..... 1 Centre Street, 16<sup>th</sup> Floor, New York, NY 10007  
Redhook Community Justice Center ..... 88-94 Visitation Place, Brooklyn, NY 11231  
Midtown Community Court ..... 314 W 54<sup>th</sup> Street, New York, NY 10019  
Queens Criminal Court ..... 120-55 Queens Boulevard, Kew Gardens, NY 11415  
Richmond Criminal Court ..... 26 Central Ave, 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 Other

**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.

7 [www.mysummons.nyc](http://www.mysummons.nyc)  
**OR**  
Call 646-760-3010

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)

Tax Registry # Agency Command Code

**DEFENDANT'S COPY**

- 1 Clear title describes the purpose and required action.
- 2 The date, time, and location of the appearance is moved from the bottom to the top, where it is more likely to be read.
- 3 The consequence of missing is clearly articulated and framed to spur loss aversion, the human tendency to feel losses more severely than equivalent gains.
- 4 Added clarification that appearing in court is not an admission of guilt.
- 5 Bubbles added for officers to quickly and clearly indicate where to go to court.
- 6 Boxes added for phone numbers and race, allowing reminders for court and tracking of demographic data, respectively.
- 7 Website and phone number added for easy access to additional information.

## OLD

**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.

## 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: \_\_\_\_\_

## NEW

## OLD

**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.**

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**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.**

## NEW

1

**2** **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.

3

4

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**Exceptions**

5

**Public Consumption of Alcohol OR Public Urination**

Only these 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.\***

6

**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.\*\***

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**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: \_\_\_\_\_

- 1** Personalized header captures attention for next steps.
- 2** The first step positions showing up to court as the default option.
- 3** Next steps listed as clear and simple action items.
- 4** Emphasizes the negative consequences of inaction.
- 5** Formatting makes deadline and relevant offenses more salient.
- 6** Highlights the benefits of pleading by mail.