NYC SUMMONS REDESIGN

FRONT: SUMMONS FORM



OLD

	206 (5/12)	C	ompl	air	t/Inf	or	mat	io	n					
		The Peo	ple of	the	State	e of	Nev	v Y	ork	vs.				
	Name (Last,	First, MI)												
	Street Addre	ss											Apt.	No.
	City						State				Zip	Cod	le	
	ID/License N	Jumbar			State		Type/	Cla	ee T	Expir	ac (m	un/da	d/2001)	Se
	ID/Licelise I	vuintei			State		Type/	Cia	55	Ехри	es (m	ım/aa	uyy)	36.
	Date of Birtl	n (mm/dd/yy)	Ht		Wt	П	Eyes		Hair	r	Pla	te/Re	eg	
	Reg State	Expires (mm/d	d/vv)	Pla	te Type	Vel	h Type		Mak	'e	Ц	Year		Colo
	Treg state	Expres (mm/a	, , , , ,		ic Type		1 _J pc		.,					0010
	TI	ne Person D	escrib	ed .	Above	is	Cha	rge	d as	s Fol	low	s:		
	Time 24 Hor	ar (hh:mm)	Date o	f Of	fense (m	m/d	d/yy)						ounty	
	Place of Occ	rurrence									NYC Pink	Pro	ecinct	
	In Violation	-f Code	section	_		Α.	lasta I	n	1	l n.				
	Section	oi Subs	section		VTL	Co	lmin de		enal aw	Pa Ru	ıles	Oth	ier	
123456	Title of (Offense:												
	Bronx Cri	minal Court -	215 E	161	st Stree	t B	ronx	N	Y 10	451				
	Bronx Cri	minal Court -												
	Bronx Cri Kings Cri		346 Br	oad	way, N	lew	York	, N	Y 10	0013	Broo	oklyı	n, NY	ř 112:
	Kings Crin Redhook O New York	minal Court - Community J Criminal Co	346 Br ustice C urt - 34	oad Cent	way, N er - 88 roadwa	lew -94 ny, l	York Visit	atio	Y 10 on Pl k, N	0013 ace, Y 10	013			7 112
	Bronx Cri Kings Cri Redhook C New York Midtown C	minal Court - Community Jo Criminal Coo Community C	346 Br ustice C urt - 34 Court - 3	coad Cent 6 B	way, N er - 88 roadwa W 54 th	lew -94 ay, l	York Visit New Yeet, N	, N atio	Y 10 on Pl k, N	0013 ace, Y 10	013 Y 10	0019)	
	Bronx Cri Kings Cri Redhook (New York Midtown (Queens Cri	minal Court - Community Jo Criminal Co Community C	346 Br ustice C urt - 34 Court - 3	Cent 6 B 314	way, N er - 88 roadwa W 54 th Queens	lew -94 ny, l	York Visit New Yeet, N	yor New	Y 10 on Pl k, N Y You Kew	0013 ace, Y 10 k, N	013 Y 10	0019 s, N	Y 114	
	Bronx Cri Kings Crin Redhook (New York Midtown (Queens Cri Richmone	minal Court - Community Jo Criminal Coo Community C	346 Br ustice C urt - 34 Court - 3 - 120-5	Cent 6 B 314	way, N er - 88 roadwa W 54 th Queens	lew -94 ny, l	York Visit New Yeet, N	yor New	Y 10 on Pl k, N Y You Kew	0013 ace, Y 10 k, N	013 Y 10	0019 s, N	Y 114	
	Bronx Cri Kings Crin Redhook (New York Midtown (Queens Cri Richmone	minal Court - Community Jo Criminal Co Community C riminal Court d Criminal C	346 Br ustice C urt - 34 Court - 3 - 120-5	Cent 6 B 314	way, N er - 88 roadwa W 54 th Queens	lew -94 ny, l	York Visit New Yeet, N	yor New	Y 10 on Pl k, N Y You Kew	0013 ace, Y 10 k, N	013 Y 10	0019 s, N	Y 114	
Defendant	Redhook (New York Midtown (Queens Cr Richmone (stated in my p	minal Court - Community Jo Criminal Co Community C riminal Court d Criminal C	346 Br ustice C urt - 34 - 120-5 Court - 6 tance):	6 B 314	way, N er - 88 roadwa W 54 th Queens Fargee	Jew -94 -94 Str Bo	York Visit New Yeet, N uleva eet, S	Yor New rd,	Y 10 on Pl k, N Y You Kew	ace, Y 10 k, N Gar	013 Y 10 rdens NY	0019 s, NY 103	Y 114	115
Defendant I personall as a Class	Redhook of New York Midtown of Queens Cri Richmone stated in my p	minal Court - Community Jo Criminal Coi Community Criminal Court d Criminal Court d Criminal Court commission of or pursuant to see	346 Brustice Curt - 34 Court - 3 - 120-5 Court - Court	6 B 314 667 55 (0.45	way, Ner - 88 roadwa W 54th Queens Fargee	-94 -94 -Str Bo Stro	York Visit New York Peet, New York uleva Peet, Si	yor New rd, tate	Y 10 on Pl k, N y You Kew en Isl	ace, Y 10 k, N Gardand,	013 Y 10 dens NY	1030 herein	Y 114 604 n are pof law.	115 Dunisha
Defendant I personall as a Class	Redhook (New York Midtown (Queens Cr Richmone estated in my p	minal Court - Community Jo Criminal Coi Community Criminal Court d Criminal Court d Criminal Court commission of or pursuant to see	346 Brustice Curt - 34 Court - 3 - 120-5 Court - Court	6 B 314 667 55 (0.45	way, Ner - 88 roadwa W 54th Queens Fargee	-94 -94 -Str Bo Stro	York Visit New York Peet, New York uleva Peet, Si	yor New rd, tate	Y 10 on Pl k, N y You Kew en Isl	ace, Y 10 k, N Gardand,	013 Y 10 dens NY	1030 Da	Y 114	115 bunisha
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CRC-3206 (1/16)	Count Ann	Ti	lale a4							
	Court App	earance 1	icket							
Name (Last, First, MI)			Date of Birth (mm/dd/yy)							
Cell Phone Number (where	court may contact you)		er (where court may contact you)							
Show up to count										
			at: 9:30 a.m.							
Your court appear	ance location: O	Other (specify)								
O Kings & N) O lew York Midtown	O Redhook	Queens Richmond Criminal Court Criminal Court							
To avoid a	warrant for your a	rrest, you must sh	now up to court.							
	*	*								
Queens Criminal Court										
Time 24 Hour (hh:mm)	Date of Offense (mm/da	d/yy)	County							
Place of Occurrence			Precinct							
In Violation of Section	Subsection V	TL Admin Penal Park Code Law Rules	Other							
Fo	or Additional Infor	rmation and Ques	stions:							
Visit the website or call the number below for additional information about your court appearance and translation of this document.										
	Ť	•								
	O	R								
	Call 646	-760-3010								
ited in my presence (in sub	stance):									
bserved the commission of s A Misdemeanor pursuant	the offense charged here to section 210.45 of the	ein. False statements n Penal Law. Affirmed	nade herein are punishable as a under penalty of law.							
s Full Name Printed	Rank/Full Sig	nature of Complainant	Date Affirmed (mm/dd/yy)							
# Agency		Col	mmand Code							
# Agency			mmand Code							
	Criminal Name (Last, First, MI) Cell Phone Number (where () Show up to court (Court Appearance Day (Show up to court appear (Court Appearance Day (Criminal Court (Court (Cou	Criminal Court App Name (Last, First, MI) Cell Phone Number (where court may contact you) (Criminal Court Appearance Ti Name (Last, First, MI) Cell Phone Number (where court may contact you) ()							

NEW

NYC SUMMONS REDESIGN

FRONT: SUMMONS FORM



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CRC-32	06 (5/12)		ompla										
		The Peo	ple of	the	State	e of	Nev	w Y	ork	vs.			
	Name (Last,	First, MI)											
	Street Addre	ss										Apt	. No.
	City						Stat	e			Zip	Code	
	ID/License !	Number			State		Туре	/Cla	ss I	Expir	es (m	m/dd/yy)	S
	Date of Birtl	n (mm/dd/yy)	Ht	\neg	Wt	\exists	Eyes		Hair		Pla	te/Reg	
	Reg State	Expires (mm/d	d/yy)	Pla	te Type	Vel	1 Туре	,	Make	e	7	'ear	Col
				_		_			_				
		ne Person D						rge	d as	Fol	low		
	Time 24 Ho	ir (hh:mm)	Date of	OII	fense (m	m/d	a/yy)				ji ,	County	
	Place of Occ	rurrence									NYC Pin Copy	Precino	t
	In Violation	of Subs	section	Т	VTL	Ad	lmin	P	enal	Par	rk	Other	
— .9								Ru	les				
12345	Title of (Offense:											
	Bronx Cri	minal Court -	215 E	161	st Stree	t, B	ronx	, N	Y 104	151			
		minal Court -											
	Redhook (Community J	ustice C	ent	er - 88	-94	Visit	tatio	n Pla	ace,	Broo	klyn, N	Y 11:
		Criminal Co											
		Community C											
		riminal Court											415
Defendant		d Criminal C		5/ 1	largee	Str	eet, S	tate	n Isla	and,	NΥ	10304	
Detendant	stated in my p	resence (in subs	iance).										
		commission of or pursuant to see											
	ant's Full Nan				Rank/Fu							Date A	
												(mm/e	ld/yy)
Agency		Tax Registry #		_							Comi	nand Coo	le
										\perp			
The person located at:	described abo	ove is summoned	i to appea	ar at	NYC C	rimi	nal C	ourt		S	umm	ons Part	Co
Date of Apr	pearance (mm/	(dd/yy)							At	9:30 :	a.m.		
									-				

			(\bigcirc	NEW
	CRC-3206 (1/16) Criminal	Court Ap	pearanc	e Tick	et (1)
	Name (Last, First, MI)		1		ate of Birth (mm/dd/yy)
5)	Cell Phone Number (where	court may contact you	u) Home Phone	e Number (who	ere court may contact you
<u>(</u>	Show up to court Court Appearance Da				at: 9:30 a.m.
	Your court appear	ew York Midtown	O Redhook	Que	
	Criminal Court Criminal	community con	urt Community Justice C		al Court Criminal Court
)		warrant for your t court, you may ptions for Public Co	plead guilty o	r not guilt	y.
	Court Locations:	You must appear	at the court loca	ation identi	fied above.
	Bronx Criminal Court . Kings & New York Crim				
	Redhook Community Ju				
	Midtown Community C	ourt	314	W 54th Street	t, New York, NY 10019
	Queens Criminal Court Richmond Criminal Co				
		You are Ch	narged as Fol	lows:	
	Title of Offense:				
	Time 24 Hour (hh:mm)	Date of Offense (mn	ı/dd/yy)	Cou	unty
	Place of Occurrence				Precinct
5	In Violation of	Subsection	VTL Admin Penal Code Law	Park Rules Othe	l er
200	Section	or Additional Int			s·
447	10	Traditional III	ormation and	Question	J.
	Visit the website or ca			al informati	ion about your court
	appearance and transl	ation of this docu	ment.		
		www.my	summons.nyc	e	
	(7)		OR		
		Call 6	46-760-3010		
dant sta	ted in my presence (in subs	tance):			
	bserved the commission of is A Misdemeanor pursuant				
	s Full Name Printed		Signature of Comp		Date Affirmed (mm/dd/yy)
tegistry #	‡ Agency			Comman	d Code

- 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.
- Boxes added for phone numbers and race, allowing reminders for court and tracking of demographic data, respectively.
- Website and phone number added for easy access to additional information.

BACK: SUMMONS FORM



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.

<u>To Plead Guilty:</u> 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	ir
this summons.								

Signature	Date

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

What You Need to Do

- 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.
- 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

ı	olead	auilt	v to	and	admit	committing	the	offense	as	set	forth	in	this	summon	s.

to come to court regarding this summons.

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*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

Signature: Date:	
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NEW

BACK: 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 ple	ad	guilty	to	and	admit	committing	the	offense	as	set	forth	ir
this	su	mmon	IS.									

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



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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

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 quilty 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:

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