

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)

- | | | | | | |
|-------------------------|------------------------------------|----------------------------|-------------------------------------|--------------------------|----------------------------|
| <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 Consumption of Alcohol and Public Urination offenses.

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

- Bronx Criminal Court 215 E 161st 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 54th 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 <input type="checkbox"/>	Admin Code <input type="checkbox"/>	Penal Law <input type="checkbox"/>	Park Rules <input type="checkbox"/>	Other
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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 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)
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Tax Registry #	Agency	Command Code
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GLUE LINE

The title describes the ticket's purpose 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.

Court date, time and location information is the most important of all information on this form, so it is essential for it to be near the top.

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) _____
() ()

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

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

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

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.**

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

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

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 161st Street, Bronx, NY 10454
New York Criminal Court 346 Broadway, New York, NY 10013
Community Justice Center 88-94 Visitation Place, Brooklyn, NY 11208
Community Court 314 W 54th Street, New York, NY 10019
Queens Criminal Court 120-55 Queens Boulevard, Kew Gardens, NY 11424
Richmond Criminal Court 26 Central Ave, Staten Island, NY 10314

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

You are Charged as Follows:

Name 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
OR
Call 646-760-3010

A website and phone number is now listed, making it easier for people to get additional information.

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

What You Need to Do

1. **Show up to Court.** Go to court at the location and on the date and time specified 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 those charged with those 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 underneath 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 [Administrative Code §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 §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.

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

This first action step establishes a default option of showing up to court.

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

What You Need to Do

- 1. Show up to Court.** Go to court at the location and on the date and time specified 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.

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Those charged with those 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.

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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 underneath 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 [Administrative Code §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 §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.

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

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