

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)				NYC White Copy	County
Place of Occurrence					Precinct		
In Violation of Section	Subsection		VTL	Admin Code	Penal Law	Park Rules	Other

123456

Title of Offense:

Factual Allegations (describe offense):

SPRINT #:

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)
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Agency	Tax Registry #			Command Code	
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The person described above is summoned to appear at NYC Criminal Court located at:			Summons Part	County
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Date of Appearance (mm/dd/yy)

At 9:30 a.m.

ORIGINAL

Disorderly Conduct: Penal Law §240.20

At the time and place of occurrence indicated herein I personally observed the defendant, with the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof: *(select only one of the following per summons)*

[PL § 240.20(1)] engage in fighting or in violent, tumultuous or threatening behavior, to wit: *(describe specific acts or words used and manner which made them violent, etc.)*

[PL § 240.20(5)] obstruct vehicular or pedestrian traffic, to wit: *(specify what the defendant did and the resulting obstruction)*

[PL § 240.20(6)] congregate with other persons in a public place and refuse to comply with a lawful order of the police to disperse to wit: *(describe both specific communication to disperse and specific actions of defendant)*

Public Consumption of Alcohol: NYC Administrative Code § 10-125 (b)

At the time and place of occurrence, I personally observed the defendant in possession of an open container that contained an alcoholic beverage, to wit: an open *(describe both the container and the beverage, e.g. 16 oz. can of Acme beer)*

I know the above described container contained alcohol containing more than one-half of one percent (.005) of alcohol by volume based upon information and belief, the source of which is as follows. *(check all that apply)*

- the label on the container states that it contains alcohol consisting of more than (.005) of alcohol by volume.
- my professional training and experiences as a police officer.
- the odor emanating from the container.
- my observations of the packaging which is characteristic of an alcoholic beverage.
- the defendant's statement that the substance is in fact what it is alleged to be.

Defendant stated in my presence *(in substance)*: _____

Such possession was not while the defendant was participating in a block party, feast or similar function for which a permit had been issued.

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Complainant's Full Name Printed	Rank/Full Signature of Complainant	Date Affirmed (mm/dd/yy)
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Street Address						Apt. No.	
City				State		Zip Code	
ID/License Number			State	Type/Class	Expires (<i>mm/dd/yy</i>)		Sex
Date of Birth (<i>mm/dd/yy</i>)		Ht	Wt	Eyes	Hair	Plate/Reg	
Reg State	Expires (<i>mm/dd/yy</i>)		Plate Type	Veh Type	Make	Year	Color

The Person Described Above is Charged as Follows:

Time 24 Hour (<i>hh:mm</i>)		Date of Offense (<i>mm/dd/yy</i>)			NYC Pink Copy	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

Title of Offense:

- Bronx Criminal Court - 215 E 161st 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 54th 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 (<i>mm/dd/yy</i>)	
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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.

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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

Title of Offense:

Factual Allegations (*describe offense*):

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Trespass: Penal Law §140.05

FILL OUT THE "FACTUAL ALLEGATIONS" SECTION ON THE FRONT WITH FACTS (NOT CONCLUSIONS) THAT YOU PERSONALLY OBSERVED, INCLUDE ALLEGATIONS SIMILAR TO THE SAMPLE LANGUAGE LISTED BELOW FROM SECTIONS A, B, C, D, (AND E IF NECESSARY).

A. At the time and place of occurrence indicated herein, I personally observed the defendant knowingly enter or remain unlawfully in or upon (address of location) _____, where I saw the defendant (describe what you saw defendant doing, i.e.; standing, sleeping, sitting) _____ in or upon said premises.

B. Location: Said premises is: (allege one)
* real property (if alleged stop and go to section C)
* a building which is a (allege one) structure, vehicle, or water craft and which is used: (allege one)
* as a dwelling (e.g. apartment building or house).
* by persons carrying on business therein.
* for overnight lodging of persons.

C. No License or Privilege: The defendant did not have license or privilege to be in or upon said premises in that: (allege all that apply)
* said premises were not open to the public.
* the portion of said premises that the defendant was observed in or upon was not open to the public.
* the premises is a school building and the defendant did not have written permission to be present, did not have legitimate business or a purpose relating to the operation of the school, and did not have a relationship involving custody or responsibility for any pupil or student enrolled in that school.

D. Defendant's Knowledge: The defendant knew that he/she did not have license or privilege to be in or upon said premises because: (allege all that apply)
* the defendant entered or remained beyond a locked (allege one) door/window.
* the defendant entered or remained beyond clearly posted sign(s) indicating, in sum and substance, that unauthorized parties were not allowed beyond said sign(s).
* the defendant stated that he/she did not work at said premises.
* the premises is a dwelling, and the defendant: (allege all that apply),
* stated that he/she was not a tenant of the building.
* stated that he/she was not an invited guest at anyone residing in said premises.
* could not provide any proof that he/she was permitted to be in or upon said dwelling.

E. WHERE DEFENDANT WAS PREVIOUSLY GIVEN A VERBAL OR WRITTEN TRESPASS WARNING, SUBSTITUTE THE FOLLOWING LANGUAGE IN PLACE OF SECTIONS C AND D ABOVE. HAVE THE PERSON WHO GAVE THE WARNING FILL OUT THE TRESPASS AFFIDAVIT BELOW.

* Defendant had previously received a lawful (allege one) verbal or written order not to enter or remain in or upon said premises on (date) _____, and that order was personally communicated to him/her by (list name) _____, who is (allege one) the owner of said premises or authorized by the owner of said premises (attach copy of written order if applicable).

Trespass Affidavit

I, _____ of (address) _____, County of _____, State of New York, am the owner or custodian of the premises located at (insert address) _____. The defendant did not have any license or privilege to be in or upon said

premises on (date) _____ or at any other time. I have read the facts stated herein as furnished by me and they are true upon my personal knowledge and belief. 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.

(Signature of Deponent/Affiant) _____ (Date) (mm/dd/yy) _____

