



**NEW YORK STATE**  
**Unified Court System**

CRIMINAL COURT OF THE CITY OF NEW YORK

**INSTRUCTIONS FOR PLEADING GUILTY TO SUMMONS BY MAIL.**

**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 your summons.

**TO PLEAD GUILTY:** You must come to Court at the place and time shown on the front of your 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 (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:  
NEW YORK CITY CRIMINAL COURT  
PO BOX 555  
NEW YORK, NY 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. THE COURT RECORD IS OPEN FOR PUBLIC INSPECTION. CONSULT WITH AN ATTORNEY IF YOU HAVE QUESTIONS ABOUT THIS.**

**Guilty Plea By Mail Form**

For Public Consumption of Alcohol or Public Urination Only

(Complete only if you wish to plead Guilty by mail. Plea Form must be signed by the person pleading Guilty.)

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ APT. \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

I hereby plead Guilty as charged in

Summons No. \_\_\_\_\_ issued on \_\_\_\_\_  
(10-digit number as it appears on your Summons)

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 \$25.

\_\_\_\_\_ 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 of up to ten days or both.
- I agree that the sentence imposed will be \$50.

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.**