



**INSTRUCTIONS FOR PLEADING
GUILTY TO SUMMONS BY MAIL**
PD 260-111 (3-03)

**THIS FORM MUST BE ISSUED ALONG WITH A SUMMONS, IN LIEU OF AN ARREST,
ONLY FOR VIOLATION OF ADMINISTRATIVE CODE SECTION 10-125(b), CONSUMPTION
OF ALCOHOL IN PUBLIC.**

TO PLEAD NOT GUILTY:

**YOU MUST APPEAR IN COURT AT THE PLACE AND TIME
SPECIFIED ON THE SUMMONS YOU RECEIVED.**

TO PLEAD GUILTY BY MAIL YOU MUST SEND THE FOLLOWING:

- THIS PLEA FORM, COMPLETED AND SIGNED
- THE SUMMONS YOU RECEIVED
- A CHECK OR MONEY ORDER FOR **\$25.00 MADE PAYABLE TO
N.Y.C. CRIMINAL COURT (DO NOT SEND CASH)**, WITH THE
SUMMONS NUMBER WRITTEN ON THE PAYMENT.

**THE ABOVE ITEMS MUST BE MAILED, WITHIN 10 DAYS OF THE
DATE THAT THE SUMMONS WAS ISSUED, TO:**

**N.Y.C. CRIMINAL COURT
P.O. BOX 555
NEW YORK, NY 10013-0555**

**IF YOU PLEAD GUILTY BY MAIL, YOU DO NOT
NEED TO APPEAR IN COURT.**

PLEA FORM (PRINT CLEARLY)

**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 to Administrative Code Section 10-125(b), the
offense of Consumption of Alcohol in Public, a violation, not a crime, as
charged in:

Summons Number _____ Issued On _____
(As it appears on the top of the Summons) (Date)

By Entering a Plea of Guilty to This Charge, I Agree to the Following:

- I Waive Arraignment in Open Court, The Right to Receive a Copy of the Accusatory Instrument and The Right to the Aid of Counsel.
- I Understand that a Plea of Guilty to the Charge is Equivalent to a Conviction after Trial.
- I Understand that this Violation is Punishable by a Fine of Not More Than \$25.00 or Imprisonment of up to Five Days or Both.
- I Agree that the Sentence Imposed Will be a Fine of \$25.00.
- I Understand that the Court May Refuse to Accept the Plea of Guilty, Because of my Prior Criminal Record or Other Special Circumstances, in Which Case, My Payment Will be Returned and Will Be Notified in Writing to Appear Before The Court at a Designated Date, Time and Place to Answer The Charge.
- I Plead Guilty to and Admit Committing the Offense as Set Forth in the Summons Served Upon Me.

Signature _____ Date _____

**SUMMONS AND CHECK OR MONEY ORDER FOR \$25.00 MUST BE
ENCLOSED WITH THIS FORM**