



Desk Appearance Tickets “DATs”

Hotline: (212) 343-1122 • www.LIFTonline.org

What is a Desk Appearance Ticket?

A **Desk Appearance Ticket** or **DAT** is a ticket given by the police. The ticket says that you have committed a low-level crime.



The numbers for central booking are:

- Bronx: (718) 590-2817
- Brooklyn: (718) 935-9210
- Manhattan: (212) 374-5880
- Queens: (718) 268-4523
- Staten Island: (718) 876-8493

Is a DAT considered an arrest?

Yes, a DAT is considered an arrest. The DAT will indicate a date when you must appear in court for your **arraignment** (a-RAIN-ment). Arraignment is the first time someone goes in front of a judge after being arrested.

I lost my paperwork for my DAT. What can I do?

If, when you got the DAT, the police did NOT take your photo and did NOT fingerprint you, then you call the summons office at (646) 386-4937.



If you were photographed or fingerprinted you need to call **central booking** in the county/borough where you were arrested. Central booking is where the police take fingerprints and photographs after an arrest.

I missed my court appearance for my DAT. What can I do?

If you miss your court appearance for the DAT, an **arrest warrant** will be issued. An arrest warrant is an order from the court directing the police to arrest you so that you can be brought in front of the judge.

Because there is an arrest warrant in your name, you may report to the clerk's office in the courthouse where you were scheduled to appear. The clerk will take information from you, such as your name. The clerk will then send you to a **courtroom**, which is called a **part**. When there is an arrest warrant in your name and you go back to court without being arrested, it is called a **voluntary return on a warrant**. The voluntary return is noted on the Judge's record. Please note that this process can take a full day to complete. After you complete the process, there will no longer be an arrest warrant in your name. Removing an arrest warrant is called **vacating** (VAY-kay-ting) a **warrant**.

For more information on warrants, please see the LIFT guide “Warrants.”

Will the court appoint an attorney if I cannot afford one for my DAT?

The court may appoint you a lawyer if you can prove to the court that you are unable to afford to hire one. You must have proof that your income is below the level required for a court-appointed attorney. Some things you can bring to prove your income are your tax returns, pay stubs, or bank account information.

What are the possible outcomes of a DAT?

The outcome of the DAT depends on what you were charged with, and if you are convicted. If the DAT is not dismissed and you are convicted you may be:

- Ordered to pay a fine
- Ordered to perform community service
- Placed on **probation** (pro-BAY-shun)



In some cases, you may be sentenced to jail.

This document should not take the place of a consultation with a lawyer. LIFT encourages all individuals involved with the Criminal and Family Court systems to consult with a lawyer.

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