

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 8

February 12, 2026

**SUBJECT:** NONTRAFFIC NOTICE TO APPEAR, FORM 05.02.02  
-- REVISED

**PURPOSE:** The purpose of this Order is to revise the Non-Traffic Notice to Appear, Form 05.02.02.

**PROCEDURE:** The Non-Traffic Notice to Appear, Form 05.02.02, has been revised to include the Clara Shortridge Foltz Criminal Justice Center, at 210 W. Temple St., Los Angeles, 90012 on the list of misdemeanor court locations.

An image of the revised Non-Traffic Notice to Appear is attached for awareness. The use, completion, and distribution of this form remain the same.

**FORM AVAILABILITY:** The Non-Traffic Notice to Appear, Form 05.02.02, is available by submitting a Supply Order Form, Form 15.11.00, to Supply Section, Fiscal Group. Employees may continue to use the previous version of Form 05.02.02, until the supply is depleted.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



JIM McDONNELL  
Chief of Police

Attachment

DISTRIBUTION "D"

100002 P

**Los Angeles Police Department**  
**NONTRAFFIC NOTICE TO APPEAR**

NAME	SERIAL NO.
SUPERVISOR APPROVING	
RE-ISSUED TO	
SUPERVISOR APPROVING	

**BOOK NO.**

**P 200001**

**CONDITIONS FOR RELEASE:** See inside Cover.

**REPORT COMPLETION**

**NonTraffic NTA – NO BOOKING:** Infractions, Misdemeanor offenses investigated by Commission Investigation Division (CID), 11357(b) H&S, 11360(b) H&S, and ABC violations (24209 B&P). Complete entire citation and a Release from Custody Report Continuation, Form 05.02.08.

**NonTraffic NTA – MISDEMEANORS:** See inside cover for instructions.

**POST-BOOKING O.R. RELEASE:** (Detention Officers) Complete only the following items:

- \* Indicate the violator's arrest and evidence DR numbers (if applicable) or the booking number when there are no DR numbers.
- \* Violator's name, residence address, & physical descriptors.
- \* Date/time of violation; Violation(s).
- \* Issuing officer (& arresting officer, when different).
- \* Violator's signature.
- \* Location/date to appear.

**CITING INSTRUCTIONS**

All NonTraffic NTA violators shall be cited back 25 calendar days from the date of issuance. If the cite date falls on a holiday or weekend, the violator will be cited to the first open court date before the 25<sup>th</sup> calendar day.

**EXCEPTION:** All 11550 Health and Safety Code violations shall be cited back ten (10) calendar days from the date of issuance. If the cite date falls on a holiday or weekend, violators will be cited to the first open court date before the 10<sup>th</sup> calendar day.

**FINDER: Please return this book to the nearest Police Station.**

05.02.02 (TR-120) [12/25]

LOS ANGELES POLICE DEPARTMENT  
 CITY OF LOS ANGELES  MISDEMEANOR  INFRACTION **P 200001**  
**NOTICE TO APPEAR** **NONTRAFFIC** (Citation No.)

Date of Violation / / Time  AM  PM Day of Week S M T W T F S Arrest DR No. Evidence DR No.

Name (First, Middle, Last)

Address

City State ZIP Code

Driver Lic. No. State Class Age Birth Date / /

Sex Hair Eyes Height Weight Race Other Description

Code	Ordinance	Description	Misdemeanor or Infraction (Circle)
_____	_____	_____	M I
_____	_____	_____	M I
_____	_____	_____	M I
_____	_____	_____	M I
_____	_____	_____	M I
_____	_____	_____	M I
_____	_____	_____	M I
_____	_____	_____	M I

Location of Violation(s) City and County of Los Angeles

Comments (Including RD number)  Booking Required (see reverse)

Violations not committed in my presence, declared on information and belief.

I declare under penalty of perjury under the laws of the State of California the foregoing is true and correct.

Arresting or Citing Officer  TE  CI  PT  DIV \_\_\_\_\_ Serial No. \_\_\_\_\_ to \_\_\_\_\_ Dates Off \_\_\_\_\_  
 Date \_\_\_\_\_ Name of Arresting Officer, if different from Citing Officer \_\_\_\_\_ Serial No. \_\_\_\_\_ to \_\_\_\_\_ Dates Off \_\_\_\_\_

WITHOUT ADMITTING GUILT, I PROMISE TO APPEAR AT THE TIME AND PLACE INDICATED BELOW.  
 X Signature \_\_\_\_\_

WHEN: ON THIS DATE: / / Time: \_\_\_\_\_  AM  PM

WHAT TO DO: FOLLOW THE INSTRUCTIONS ON THE REVERSE.

- WHERE:  Metropolitan, 1945 South Hill Street, Los Angeles, 90007  
 Long Beach, 275 Magnolia Avenue, Long Beach, 90802  
 Van Nuys, 14400 Erwin Street Mall, Van Nuys, 91401  
 San Fernando, 900 Third Street, San Fernando, 91340  
 Chatsworth, 9425 Penfield Avenue, Chatsworth, 91311  
 Airport, 11701 South La Cienega Boulevard, Los Angeles, 90045  
 East Los Angeles, 4848 E. Civic Center Way, Los Angeles, 90022  
 Beverly Hills, 9355 Burton Way, Beverly Hills, 90210  
 Clara Shortridge Foltz Criminal Justice Center, 210 W Temple St, Los Angeles, 90012  
 \_\_\_\_\_

TO BE NOTIFIED  COURT CLERK



P200001

COURT COPY

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 CITY OF LOS ANGELES  MISDEMEANOR  INFRACTION **P 200001**  
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Address

City State ZIP Code

Driver Lic. No. State Class Age Birth Date / /

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			M I
			M I
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P200001

**IMPORTANT—READ CAREFULLY**

**WARNING: If you fail to appear in court as you have promised, you may be arrested and punished by 6 MONTHS IN JAIL AND/OR A \$1,000 FINE, regardless of the disposition of the original charge. (40508 VC or Pen. Code, § 853.7.)**

If "Booking Required" is checked you must appear on a weekday prior to your court date for booking at \_\_\_\_\_ and \_\_\_\_\_ and bring the signed verification to your court appearance. Call \_\_\_\_\_ for more information **Booking Verification**. I declare under penalty of perjury under the laws of the State of California that \_\_\_\_\_ was booked on \_\_\_\_\_

Defendant's name \_\_\_\_\_ Date \_\_\_\_\_ Officer \_\_\_\_\_ Serial No. \_\_\_\_\_

**WHAT TO DO**

**BAIL INFORMATION** - If you were booked into custody, you must appear in court. For some offenses the court may accept a deposit of bail and permit it to be forfeited, thereby relieving you of your duty to appear in court. (Under Vehicle Code Section 10133, a bail forfeiture is a conviction of the charged offense; under Penal Code Section 853.6, a bail forfeiture may have the effect of a conviction of the charged offense.) **Bail amounts will not be quoted over the phone.** In some cases, you may receive a courtesy notice in the mail stating the amount and giving directions for making payment to the court. If you do not receive such notice, you must appear on the indicated appearance date.

**OFFICE OF THE CLERK -**

Hours - 8 AM to 4:30 PM, Monday through Friday (Holidays excluded)

**ADDRESSES:**

- Metropolitan, 1945 South Hill Street, Los Angeles, 90007
- Long Beach, 275 Magnolia Avenue, Long Beach, 90802
- Van Nuys, 14400 Erwin Street Mall, Van Nuys, 91401
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**IMPORTANTE - LEA CON CUIDADO**

**ADVERTENCIA** - Negándose a aparecer en una infracción reservada por la cual podría ser detenido hasta **SEIS MESES EN CARCEL Y/O MULTADO HASTA \$1,000.00**, independientemente de la disposición de la infracción original (Sección 40508 del Código de Vehículos, Sección 853.7 del Código Penal).

**FIANZAS** - Si usted fué fichado en no detenido (si se escribió un número en la casilla correspondiente al Número del Fichaje), usted **tiene** que comparecer ante la Corte. En algunos delitos la Corte puede aceptar un depósito de fianza y permitir que se le confiera el depósito al cambio de dejado libre de su obligación de comparecer ante la Corte. (De acuerdo con el Código de Vehículos, artículo número 10133, el receptor la fianza significa una condena del delito del cual se le acusa; de acuerdo al Código Penal, artículo 853.6, una revocación de fianza puede tener el efecto de una condena del delito del cual se le acusa.) **No se cotizarán las cantidades de fianzas por teléfono.** En algunos casos, tal vez usted reciba por correo una notificación de comparecer deprecia saber la cantidad que debe pagar y dándole instrucciones en cuánto o como enviar el pago a la Corte. Si usted no recibe dicha notificación, usted tiene que comparecer en la fecha indicada.

**OFICINA DEL SECRETARIO DE CORTE -**

Horario - 8 AM a 4:30 PM, Lunes a Viernes (Días festivos excluidos)

**DIRECCIONES:**

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AGENCY COPY

Notice to Appear form approved by the Judicial Council of California. TR-120  
Rev. 12-19-25 Pen. Code 853.9 FORM 05.02.02 (12/25)

**CONDITIONS FOR RELEASE** – Each adult Misdemeanor arrestee shall be released from custody without booking unless one or more of the following conditions exist:

- \* Intoxicated – could be danger to self or others.
- \* Requires medical care or is unable to care for own safety.
- \* Violation of 40302 or 40303 CVC.
- \* Has outstanding Felony warrants.
- \* Has outstanding Misdemeanor warrants ineligible under 827.1 PC. (Manual Section 4/216.67).
- \* **Unable to provide satisfactory ID.**
- \* Release would jeopardize any prosecution.
- \* Offense would continue or resume, or safety of persons or property are endangered.
- \* Demands to see magistrate/refuses to sign Notice to Appear.
- \* Reason to believe arrestee will not appear as promised.

**PROCEDURES FOR RELEASE:** (Unless otherwise restricted by law)

- \* Query AWWS;
- \* Obtain CCHRS report (rap sheet) and attach three copies;  
NOTE: When rap sheet not avail. (15 min.), explain in narrative;
- \* Obtain W/C approval to release;
- \* Obtain Booking # &/Arrest Rpt. via DABIS. Utilize NECS "Release" function (RL 13 key);
- \* Photograph arrestee;
- \* Obtain 2 full sets of fingerprints;
- \* Prepare Nontraffic Notice to Appear, Form 05.02.02 (TR-120);  
NOTE: Must enter short description of violation in "Description" box. Do not enter "C-Continuation;"
- \* Record the Arrest and Evidence DR numbers, or the Booking # if no DR numbers;
- \* Obtain arrestee's signature;
- \* Provide arrestee with the defendant's copy of NTA;
- \* Release arrestee; and,
- \* Complete the Arrest Report.  
NOTE: Copy of the entire Arrest Report must be attached to the original NTA Citation.