Instructions for Law Enforcement to Order the Standard Citation

Overview

Agencies may use any printing vendor they choose to order their standard citation. The printing vendor must adhere to the following standard citation expectations.

Requirements

1. **Barcode requirements**

   - The vendor is required to produce a "Type 1D barcode." MNCIS Odyssey supports "barcode sub-type 128" and "barcode sub-type 3 of 9."

   - The barcode is required to be printed on the original citation that is filed with the court.

2. **Statewide standard citation numbering requirements**

   - 12-digit citation number, numerals only, or

   - 14-digit citation number, numerals only.

   - For all requirements, refer to the Statewide Standard Citation Numbering Requirements document on mncourts.gov.

3. **Standard citation size requirement**

   - The law enforcement community expressed a strong desire to limit the size of the new citation to no more than 5½ x 9 inches.

4. **Customizable option requirements**

   - As part of a statewide workgroup vetting process, it was determined that certain data fields a few agencies requested should not be included on the standard citation template because they did not apply universally to all agencies. These data field choices can be added to the custom section of the citation only for those agencies who wish to include them on their citations. Data collected in the customizable section may not transmit electronically into MNCIS.

   - If applicable, your agency may wish to print the Quick Reference Guide on the citation booklet cover(s) to aid officers in completing the paper citation. The Understanding Citation Fields document can be found on the Court's public website for Justice Agencies.

   - Your printing vendor will be expected to provide you with a proof to approve prior to sending your order to production.

Questions can also be sent to the following email address: state.standard.citation@courts.state.mn.us.