



JEFF SHORBA
STATE COURT ADMINISTRATOR
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Saint Paul, Minnesota 55155

**Statewide Standard Citation and Required Data Elements
for Adult and Juvenile Citations
January 1, 2020 – December 31, 2021**

Minn. R. Crim. P. 6.01, subd. 4, states, “Any citation, including an electronic citations, filed or e-filed with the court must be in a form prescribed by this rule and approved by the State Court Administrator and the Commissioner of Public Safety”

As authorized by Rule 6.01, below is the prescribed and approved citation form for paper and electronically submitted adult and juvenile citations. Electronic filing must be used to file all citations, unless a recognized exception exists. See also Minn. R. Crim. P. 1.06, subd. 2, Minn. R. Juv. Del. P. 6.02, subds. 2 and 3, and [Authorized Agencies That May File Charging Documents on Paper](#).

Standard Citation Template:

[Example of State Standard Citation - Respond by Option 2019.1](#)

Electronic Citation:

Paper citations handed to defendants that are created on mobile devices (e.g., laptop or handheld), whether the citation will be electronically submitted to MNCIS or manually filed with the court, must conform to the Standard Citation Template above. When submitted electronically to MNCIS, the citations must take the form prescribed by the [court’s schema](#).

Questions can be directed to: state.standard.citation@courts.state.mn.us.