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Data Elements for Adult and Juvenile Citations

June 2015

The State of Minnesota has approved minor changes to the Standard Citation and the changes have now been incorporated into the Standard Citation.

Minn. R. Crim. P. 6.01, subd. 4 indicates that “any citation, including electronic citations, filed or efiled with the courts 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 updated prescribed and approved citation form for paper and electronically submitted adult and juvenile citations.**

Citation Template:

The State Court Administrator and Commissioner of Public Safety are mandating the use of one of the following two templates for [citations](#):

Example of State Standard Citation - Court Date Option 2015.1
Example of State Standard Citation - Respond by Option 2015.1

The citation template must include the information required by Minn. R. Crim. P. 6.01, subd. 4.

Note: Minn. R Crim. P. 1.06, Subd. 2 will require that all law enforcement agencies file citations electronically via eCharging by July 1, 2016.
Minn. R. Juv. Del. P. 6.02, subd. 3(A); 6.03, subd. 3(C) removed the requirement that race data be sent for juvenile citations.

Electronic Citation:

The State Court Administrator and Commissioner of Public Safety mandate that all citations created on mobile devices (e.g. laptop or handheld) that are either electronically submitted to MNCIS or manually filed must conform to the citation template noted above by January 1, 2016.

Electronic Citations Submitted to MNCIS must take the form prescribed by the [court’s schema](#) for adult citations.

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