

## Statewide Standard Citation

### **Do citations need to be submitted electronically?**

Yes, all law enforcement agencies must submit their citations electronically per Minn. R. Crim. P. 1.06, subd. 2. There are situations where law enforcement is unable to submit a citation electronically and may need to file a paper citation. Please see [Reminder: eFiling in adult criminal and traffic cases becomes mandatory July 1, 2016](#).

### **When does use of the updated Statewide Standard Citation become mandatory?**

An updated version of the Statewide Standard Citation will go into effect on January 1, 2018. It is anticipated that law enforcement agencies will need to update their citations approximately every two (2) years. If a change in the law absolutely requires a change to the standard citation sooner than the biannual update to the standard citation, law enforcement agencies will be given as much advance notice as possible.

**Note:** If law enforcement has any outdated unused paper citations, these should be taken out of service and destroyed.

### **Do electronically produced citations need to follow the Statewide Standard Citation format?**

Yes, the standard citation applies to both paper and electronic citations.

Law enforcement must contact their eCitation vendor and ensure that the eCitation template complies with the standard citation.

### **Will law enforcement agencies use the Statewide Standard Citation for juvenile citations?**

The standard citation includes the information and data fields required so that the standard citation may be used for juvenile court.

### **Will juvenile citations be required to be electronically submitted?**

Per Minn. R. Juv. Del. P. 6.02, subd. 2, juvenile citations must be filed electronically by a means authorized by the State Court Administration (SCA) when the technology is available, otherwise the citation may be filed in paper form as approved by SCA. Currently the electronic filing technology is only available in Hennepin County; the SCA will facilitate a statewide rollout when technology is available for statewide use.

### **Why is ethnicity not on the citation? If ethnicity is not provided, would this trigger the citation coming back to law enforcement?**

Ethnicity is not included on the standard citation and failure to include race or ethnicity data will not result in a rejection of the citation. There is no statute or rule requiring observed race or ethnicity to be reported on the citation. A race field may be added to the customizable area of the citation if an agency chooses to collect it. The court does not take or use this data from law enforcement. Courts are still required to collect self-reported race from every defendant appearing in court.

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**Is there an updated standard citation prototype available?**

A standard citation prototype is available to law enforcement agencies on the Minnesota Judicial Branch public website.

**Why does the officer have to indicate only one offense per line?**

To ensure multiple charges are correct, each charge is required to have its own line. A definition or penalty statute cannot be electronically submitted on a citation. Law enforcement may need to refer the charging of definitions or penalty statutes to their local prosecu-

**How will the standard citation be numbered?**

To ensure statewide citations have a unique number, the following numbering standard will be included on each citation:

- 12 digits maximum length
  - No alpha characters accepted; courts require numerals for Interactive Voice Response (IVR) phone payment options
- 2 digit county number (e.g., 38, Lake County)
- 2 digit ORI code extraction (6th and 7th number of an agency's ORI to uniquely identify agency along with the county number (MN0380000: ORI for Lake County Sheriff)
- 8 digit numerical sequence
  - Numerical sequence can include agency specific information (e.g., 2 digit year, Platoon Number; etc.)
  - Agencies may not need all 8 digits depending on volume
- Leading zeros will be printed on the citation in unused sequential number fields

A sample of a citation number is as follows:

3 8 0 0 0 0 0 0 0 0 0 1

**Are the Department of Natural Resources and the Minnesota State Patrol required to use the Statewide Standard Citation?**

Yes, Minn. R. Crim. P. 6.01, subd. 4(a), requires that the Statewide Standard Citation be used for any citation filed with the court.

**Is there an option to select citee for non-driving offenses like 5th degree assault or minor consumption?**

As of January 1, 2018, the "Citee" category is available on the citation to be used when charging non-driving offenses.

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**Why is it important to indicate the specific community of offense in a separate data field if the address/location of offense is already noted?**

It is important to note if the offense occurred inside or outside of the city or township limits based on an address/location. The correct community of offense must be entered to select the applicable prosecuting agency and to ensure that fines are distributed as required by law. It is also important to distinguish between cities, townships, and counties with the same name very clearly (i.e., City vs. County of Winona – Just indicating “Winona” does not provide enough detail to define the correct community of offense).

**Why is it important that citations be filed promptly by law enforcement?**

The sooner a citation is filed, the sooner it can be processed and available for payment or prepared for court. Law enforcement should monitor the submission of their electronic citations for successful processing. Any rejections should be promptly corrected and resubmitted. Defendants often contact the CPC or the local court inquiring about their citation; however, the courts can only assist the defendant if the citation has been filed.

**Why is it important that charge descriptions and charge codes be valid, complete, and match exactly?**

Because the case type, level of offense, fine amounts, and/or consequences upon conviction may differ among seemingly similar violations, it is critical that officers ensure the charge descriptions and charge codes are valid, complete, and match exactly. It is recommended that law enforcement work with their eCitation vendor to ensure their ticket writer(s), records management system, and offense code tables are kept up-to-date.

**Note:** Paper citations may be returned to law enforcement for clarification or if the handwriting is illegible.

**For law enforcement agencies needing paper citations, what information is needed and with whom should they work?**

Law enforcement may use any printing vendor of their choice; however, the vendor will be required to comply with the criteria noted on the document posted on the court’s public website entitled: “Instructions for Ordering the Statewide Standard Citation.”

If interested, the vendor the Branch used during the initial ordering phase of the project can be contacted at:

Forms & Systems of Minnesota  
10769 Bren Road East  
Minnetonka, MN 55343  
Phone: 952.697.2247  
Email: [Mark@formsmn.com](mailto:Mark@formsmn.com)

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**What are my options for purchasing the paper version of the Statewide Standard Citation if I am an agency that does not meet the vendor's minimum ordering requirement?**

For small-volume agencies or agencies that primarily issue electronic citations and only need a few booklets of paper citations, you have some options. Option one is for your agency to contact either the Sheriff's Office or other local county agency and ask about purchasing citations from them. Your agency would then need to print labels listing your agency name and CAG/ORI number. The labels would then need to be affixed to the citations, thus identifying that citation as having been issued from your agency.

The second option is for your agency to band together with other agencies and combine your orders to meet a vendor's minimum order requirement. Agencies then may need to print labels with their agency name and CAG/ORI number and adhere them to the citations. This will identify the citation as having been issued from the specific agency.

**Note:** Minn. R. Crim. P. 1.06, subd. 2, requires that all law enforcement agencies file their citations electronically as of July 1, 2016. Those law enforcement agencies that do not have an eCitation vendor should be submitting their citations via the BCA Citation User Interface Application.

Additional questions regarding the standard citation can be sent to the following email address:  
[state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us)