

MEMORANDUM

To: MN Law Enforcement Agencies and eCitation Vendors

From: MN Judicial Branch, State Court Administration

Date: September 3, 2020

RE: Statewide Standard Citation - Additional Citation Numbering Option

Law enforcement agencies that use the Law Enforcement Technology Group (LETG) eCitation solution have reported an increase in the Minnesota Judicial Branch automatically rejecting some of their eCitations. Closer analysis revealed that the root cause is because the citation number format includes only the last digit of the calendar year causing citation numbers to be duplicated every ten years.

A unique citation number is required in order for the Minnesota Judicial Branch to accept and process citations. Citations with previously-used numbers are automatically rejected and sent back to the agency that filed the citation for correction and resubmission.

To address the immediate issue for LETG customers, agencies may change to a 14 digit citation number. Please refer to the Statewide Standard Citation Numbering Requirements posted on the mncourts.gov on the [Government Partners](#) page under the Criminal Justice System Resources tab for details on the 12-digit or 14-digit citation number requirements. It is imperative that the citation numbering format described in the requirements document be used to eliminate the duplication of a citation number and the subsequent automatic rejection of duplicate citations.

If your law enforcement agency is not encountering any issues with the duplication of citation numbers, you can continue to follow the 12-digit citation number format.

If you have any questions, please contact state.standard.citation@courts.state.mn.us.