



Requirements for Ordering the Standard Citation

Overview

Agencies may select any printing vendor to order standard citations. When working with a vendor, the following standard citation expectations must be met.

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 digits maximum length, numerals only
- No alpha characters accepted, courts require numerals for Interactive Voice Response (IVR) phone payment options
- 2-digit county number
- 2-digit ORI code extraction (6th and 7th number of an agency’s ORI to uniquely identify agency along with the county number)
- 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 fill in unused sequential number fields

Example Standard Citation Numbers:

Aitkin County Sheriff with a starting number of one:	0100 00000001
Chaska Police Department with a starting number of one:	1002 00000001
Yellow Medicine County Sheriff with a starting number of one:	8700 00000001
New Brighton DPS with a starting number of one:	6206 00000001



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County Numbers:

Aitkin County	01
Carver County	10
Yellow Medicine County	87
Ramsey County	62

ORI (CAG) numbers with 6th & 7th digit highlighted:

Aitkin County Sheriff:	MN001 00 00
Chaska Police Department:	MN010 02 00
Yellow Medicine County Sheriff:	MN087 00 00
Apple Valley Code & Inspections:	CC019 97 00
Eagan Code & Inspections:	CC019 94 00
St. Paul Public Works:	CC062 96 00

3) Remember the size of the standard citation is limited to no more than 5 ½ X 9 inches.

The law enforcement community expressed a strong desire to limit the size of the new citation to no more than 5 ½ x 9 inches.

4) Determine if the agency will use any of the customizable options:

As part of a statewide workgroup vetting process, it was determined that certain data fields requested by a few agencies should not be included on the standard citation template because the fields did not apply universally to all agencies. These data field choices are available to be added to the custom section of the citation only for those agencies who wish to include them on citations.

(No need to select any, or may select one or more from the list below.)

- Observed Race/Ethnicity _____ Neighborhood Code _____
- Housing/Building Code _____ Parking Meter Number _____

5) If applicable, the agency may wish to print the “Quick Reference Guide” on the citation booklet cover(s) to aid officers in completing the paper citation. **The [Quick Reference Guide](#) can be found on the Court’s public website for Justice Agencies.**

6) The printing vendor will be expected to provide a proof to approve prior to sending the order to production.

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