



Law Enforcement Instructions Ordering the Standard Citation

Agencies may use any printing vendor they choose to order their standard citation. If you are interested, the following is the contact information for the vendor the Judicial Branch used during the project:

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

When working with your vendor, the following standard citation expectations must be used by the printing vendor:

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."

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 0000001
Chaska Police Department with a starting number of one:	1001 0000001
Yellow Medicine County Sheriff with a starting number of one:	8700 0000001
New Brighton DPS with a starting number of one:	6206 0000001

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 with a starting number one: MN0010000
Chaska Police Department with a starting number one: MN0100200
Yellow Medicine County Sheriff with a starting number one: MN0870000
New Brighton DPS with a starting number one: MN0620600

- 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) **Check with your local court administrator as to which option applies to the court in your jurisdiction:**

In addition to your unique citation numbering scheme above, you must choose one of two “pay or appear” options for assigning court and due dates to be printed on your citations.

Pay or Appear Options - pick one:

Your court pay or appearance date is _____ at _____
Date (mm/dd/yyyy) (Time)
at the: _____ See the back of this citation for more
information.
(Name of Court Facility)

OR

If this is a payable citation, you must pay the amount owed or schedule an appearance within 30 days from the date the citation was issued. See the back of this citation for more information.

- 5) **Determine if your 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 they 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 their citations.

(You do not 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 _____

- 6) If applicable, your 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](#).

Note: Law Enforcement agencies in Hennepin and Ramsey Counties.

Hennepin and Ramsey Counties will be required to begin using the standard citation (in terms of the data elements on the citation and minimum legal notice requirements on the defendant’s copy) as of January 1, 2012. The contact information, phone numbers, etc., for Hennepin or Ramsey District Court will be printed on your agency’s standard citation instead of the MN Court Payment Center phone numbers, etc. **Before placing your standard citation order, contact either Hennepin or Ramsey County Court administration to obtain the specific contact information that should be printed on your citation.**

Your printing vendor will be expected to provide you with a proof to approve prior to sending your order to production.

Questions can also be sent to the following email address:

state.standard.citation@courts.state.mn.us