



## **FAQ – Statewide Citation**

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

Yes. All agencies must submit their citations electronically per Minn. R. Crim. P. 1.06, subd. 2. There are situations where agencies are unable to submit a citation electronically and may need to file a paper citation.

### **What are the exceptions to the mandatory electronic submission of citations?**

Under Minn. R. Crim. P. 1.06, subd. 5, if the electronic means authorized by the State Court Administrator for filing a citation are unavailable to the submitting agency, citations may be filed on paper. For example, if the filer has no federal-issued Originating Agency Identifier (ORI) or is filing outside of jurisdiction.

### **How often is the Statewide Standard Citation updated?**

Unless there is a legislative or rule change that requires an immediate change to the citation, the Statewide Standard Citation may be updated every two years. Each update version is communicated and published on the Minnesota Judicial Branch Statewide Standard Citation website, and is effective the following January 1. **Note:** If an agency has any outdated unused paper citations, these should be taken out of service and destroyed.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. Agencies must contact their eCitation vendor and ensure that the eCitation printed for the defendant complies with the standard citation.

### **Can agencies use the Statewide Standard Citation for juvenile citations?**

Yes. The standard citation includes the information and data fields required 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 Administrator (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.

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

The Citee category is available on the citation to be used when charging non-driving offenses. Pick the first involvement option that applies.



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### **When should I check the Defendant in Custody box?**

Check this box if the individual who was issued the citation is taken into custody for a violation listed on the citation. This will expedite case initiation processing and scheduling of court hearing(s).

### **When should I check the Fingerprinted box?**

Check this box if the defendant’s fingerprints were captured for submission to the criminal history record of the violation on this citation.

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

A definition or penalty statute cannot be electronically submitted along with the charge on a citation. Agencies may need to refer the charging of offenses that need to be modified with additional definitions or penalty statutes to their local prosecutor for filing as an eComplaint.

### **Are there citation numbering requirements?**

12- and 14-digit citation numbers are the most common. Refer to the [Statewide Standard Citation Numbering Requirements](#) document on the [mncourts.gov](http://mncourts.gov) website for more information.

### **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?**

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. For example, indicating “Winona” as the community of offense does not provide enough detail to define the correct community of offense.

### **Why is it important for agencies to promptly file citations and correct failed or rejected submissions?**

The sooner a citation is filed, the sooner it can be processed and available for payment or prepared for court. Agencies should monitor the submission of their electronic citations for successful processing. Any rejections must be promptly corrected and resubmitted. Defendants often contact the Court Payment Center (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 codes be valid and charge descriptions be complete, and match the BCA Statute Service for statutes and the MNCIS offense code table for ordinances and administrative rules?**

The case type, level of offense, fine amounts, and/or consequences upon conviction may differ among seemingly similar violations. It is critical that the charging information submitted to the court be accurate. It is recommended that agencies work with their eCitation vendor to ensure their ticket writer(s), records management system, and offense code tables are kept up-to-date and that the charge



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descriptions not be modified.

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

Agencies may use any printing vendor of their choice; however, the vendor will be required to follow the [Instructions to Order the Statewide Standard Citation](#) on the court's public website .

### **What should my agency do if we plan on switching to a new eCitation vendor?**

Contact the [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us) email group for additional information.

### **How do I learn more about available eCitation vendors?**

Contact the BCA for a list of eCitation vendors.

### **Where can I go with questions?**

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)