

### **Rule 552. Uniform Tickets—Processing**

Uniform Citation and Complaint forms and conservation complaints shall be in forms which may, from time to time, be approved by the Conference of Chief Circuit Judges and filed with this court. The uniform forms shall be adapted for use by municipalities.

The arresting officer shall complete the form or ticket and, within 48 hours after the arrest, shall transmit the portions entitled “Complaint” and, where appropriate, “Disposition Report” and/or “Report of Conviction,” either in person, by mail, or electronically where authorized by the Supreme Court, to the clerk of the circuit court of the county in which the violation occurred. Each Uniform Citation and Complaint form and conservation complaint shall upon receipt by the clerk be assigned a separate case number, chronologically, including multiple citations issued to the same accused for more than one offense arising out of the same occurrence (see Rule 503(a)). A final disposition shall be evidence of the judgment in the case. Upon final disposition of each case, the clerk shall execute a Disposition Report and promptly forward it to the law enforcement agency that issued the ticket. On a plea or finding of guilty in any traffic case, the clerk shall also execute a Report of Conviction, if and as applicable, and such other reports as required by section 6-204 of the Illinois Vehicle Code, as amended (625 ILCS 5/6-204) and promptly forward same to the Secretary of State. This rule does not prohibit the use of electronic or mechanical systems of record keeping, transmitting or reporting.

Amended effective October 7, 1970; amended February 17, 1977, effective April 1, 1977, in counties other than Cook, effective July 1, 1977, in Cook County; amended December 22, 1981, effective January 15, 1982; amended April 27, 1984, effective July 1, 1984; amended March 27, 1985, effective May 1, 1985; amended June 26, 1987, effective August 1, 1987; amended June 19, 1989, effective August 1, 1989; amended September 30, 2002, effective immediately; [amended Dec. 29, 2017, eff. Jan. 1, 2018.](#)