

Rule 589. Uniform Civil Law Citations—Processing

Uniform Civil Law Citation forms shall be in a form, which may from time to time be approved by the Conference of Chief Circuit Judges and filed with this court. The uniform form shall be adapted for use by municipalities. The law enforcement officer shall complete the form or citation and, within 48 hours after the issuance, shall transmit the portions entitled “Complaint” and “Disposition Report,” either in person or by mail, to the clerk of the circuit court of the county in which the violation occurred. Each Uniform Civil Law Citation form shall, upon receipt by the clerk, be assigned a separate case number, numbered chronologically, excluding multiple citations issued to the same accused for more than one violation arising out of the same occurrence. Each accused shall be assigned a single case number containing multiple counts when more than one citation is issued arising out of the same occurrence. A final disposition noted on the reverse side of the “Complaint” shall be evidence of the judgment in the case. Upon final disposition of each case, the clerk shall execute the “Disposition Report” and promptly forward it to the law enforcement agency that issued the citation. This rule does not prohibit the use of electronic or mechanical systems of record keeping, transmitting, or reporting.

[Adopted Sept. 1, 2016, eff. immediately; amended Sept. 29, 2021, eff. Jan. 1, 2022.](#)