



THE CONFERENCE OF CHIEF CIRCUIT JUDGES
Administrative Office of the Illinois Courts

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July 15, 2020

Honorable Carolyn Taft Grosboll
Clerk of the Supreme Court
Supreme Court Building
Springfield, IL 62701-1791

Re: Printing Instructions for the Electronic Civil Law Citation and Complaint Form

Dear Ms. Grosboll:

The Conference of Chief Circuit Judges, at its meeting on January 17, 2020, approved changes to the Electronic Printing Instructions for the Electronic Civil Law Citation and Complaint Form. The approved updates are a result of Public Act 101-0457, effective 1/1/20, regarding thermal paper as it relates to the Illinois Uniform Citation and Complaint forms.

On behalf of the Conference of Chief Circuit Judges, I hereby submit the approved printing instructions to your office for filing pursuant to Supreme Court Rule 552. The updated printing instructions are effective immediately.

Respectfully,

Michael D. Kramer, Chair
Conference of Chief Circuit Judges

Enclosure

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ILLINOIS E-CIVIL LAW CITATION AND COMPLAINT

PRINTING and DISPLAY INSTRUCTIONS

The attached electronic Civil Law Citation, hereafter referred to as the “e-Civil Law Citation,” is a copy which does not purport to reflect either spacing or size of type and therefore the following is provided.

(1) DIMENSIONS

The overall dimension of the uniform e-Civil Law Citation may conform to the paper citations filed with the Clerk of the Supreme Court, may be printed on 8 ½ x 11 paper, or printed as a continuous form approximately 4½ inches in width.

If 8 ½ x 11 paper is used, a two-column format is required. The citation shall appear on approximately the left 4½ inches of the page. The instructions to the violator shall appear on the right side of the page.

If a continuous form is used, the citation shall appear first, followed by the instructions to the violator or the instructions may appear on the reverse side of the citation. This format shall be used for each copy of the e-Civil Law Citation required to be printed as provided in these Printing Instructions.

(2) DEFINITION(S)

The definition of “paper” for an e-Civil Law Citation must comply with Supreme Court Rule and Illinois law and have a minimum of 20-year life quality.

(3) NUMBER OF COPIES TO BE PRINTED

The following information shall be printed on the four (4) copies of the e-Civil Law Citation.

- (a) Complaint Copy – Citation Face, Instructions to the Violator, and Notice of Consent for Entry of Judgment.
- (b) Evidence Copy – Citation Face.
- (c) Violator Copy – Citation Face, Instructions to the Violator, and Notice of Consent for Entry of Judgment.
- (d) Court Communication Copy – Electronic Civil Law Citation Reference, Contest This Violation Instruction, Admit To This Violation Instruction, and Admission to Violation and Waiver.

The Violator and Court Communication copies of the citation shall be printed at the time of issuance. The Evidence copy may be used as the violator's receipt of evidence collected, or it may be omitted if not used by the law enforcement agency. Additional copies of the e-Civil Law Citation may be printed at the request of the violator, as required by the clerk for disposition reporting, or as may be desired by the issuing agency.

(4) FACE OF THE CITATION

General Instructions

- (a) All printing on the e-Civil Law Citation shall be in black.

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- (b) There shall be six (6) specific boxes provided on each e-Civil Law Citation. Each box shall be labeled vertically on the left side of the e-Civil Law Citation or horizontally in the upper left corner of the box.
 - i. Complaint Box
 - ii. Defendant Box
 - iii. Vehicle Box
 - iv. Violation Box
 - v. Evidence Box
 - vi. Court Place/Date Box
- (c) Only one civil law violation shall be printed on each e-Civil Law Citation.
- (d) When content on the e-Civil Law Citation has multiple value options, only the value(s) that the officer selects, as provided herein, are required to be printed on the citation.

Each of the boxes shall contain, at a minimum, the information as it appears on the attached e-Civil Law Citation. Codified fields identified in Appendixes C - E may be printed showing the literal display portion of the data or the 3-letter code (e.g., BLK-Black would be printed as "Black" or "BLK"). The following fields which may contain data that must be adjusted according to the text length should be dynamically sized according to the text required to be displayed: the date and time of the violation, the specific location of the violation, the nature of the violation, the location of the evidence when recovered, description of the evidence, and the report number section.

- (e) Complaint Box
 - i. The words "Illinois Civil Law Citation - - Illinois State Police" (or other issuing agency) shall be printed in 12 point font at the top of each copy of the e-Civil Law Citation.
 - ii. A unique issuing agency e-Civil Law Citation Number shall be printed in the upper right corner in a minimum of 14 point font. The number shall start with "CL" followed by a eight digit citation number.
 - iii. The title of the e-Civil Law Citation copy (e.g., COMPLAINT) shall be printed below the citation number and in the same font size as the issuing agency e-Civil Law Citation Number.
 - iv. ISP District of Occurrence and Assignment may be replaced with appropriate Beat/Section identifiers of the issuing agency.
 - v. A bar code may (optional) be printed above the case number field.
 - vi. One of two check boxes shall be marked and printed to identify the charging entity (People State of Illinois or City/Village of Municipal Corporation, Plaintiff).
- (f) Defendant Box
 - i. Defendant Height shall appear in Feet (') and Inches (") with the appropriate single or double quotes.
 - ii. Defendant Weight shall appear in pounds.
 - iii. Defendant Eyes (i.e., eye color): shall use the list provided in Appendix C: Defendant Eye Color.
 - iv. Defendant Hair (i.e. hair color): shall use the list provided in Appendix D: Defendant Hair Color.

- v. One or both checkboxes must be printed with the appropriate check box marked to identify the gender of the violator (Male or Female).
- vi. The Under 18 box should contain "Y" if the violator is under 18 years of age at the time of the violation and contain a "N" if the violator is over the age of 18 at the time of the violation.
- vii. CDL Box shall contain one of two codes: "Y" if the Violator has a CDL license and contain an "N" if the Violator does not have a CDL license. It shall not be defaulted to "N," but require the user to select the appropriate value.

(g) Vehicle Box

- i. If a vehicle is an element of the violation, all Vehicle Information fields shall be printed, regardless if the information is available.
- ii. Vehicle Use (Commercial Motor Vehicle, Placarded Hazardous Material, and 16 or More Passenger Vehicle): shall be printed as it appears on the sample e-Civil Law form, and shall not be defaulted to "no," but require the user to select the appropriate value for each of the vehicle use options.
- iii. Vehicle Color: shall use the list provided in Appendix E: Vehicle Color.
- iv. Vehicle Type: shall use one or more of the vehicle types provided in Appendix F: Vehicle Type, as appropriate. The 3-digit Vehicle Type code is for law enforcement use only and shall not be printed on the face of the e-Civil Law citation.

(h) Between the Vehicle and Violation Boxes the following text shall be printed.

“The Undersigned states that on *(date)* at *(time, AM or PM)* Defendant upon a Public Highway, or other location, Specifically *(location detail)* Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:”

(i) Violation Box

- i. One Civil Law violation only must be marked and printed to identify the violation committed.
- ii. Below the cited violation, a literal notation for the Nature of Violation shall be printed. Abbreviations or acronyms shall not be used.
- iii. The applicable seven digit Offense Code identified in the AOIC Offense Code Table may be included and printed immediately below the cited violation, as follows: Offense Code: *(7 digit code)*.

(j) Evidence Box

- i. The Approximate Weight information is required to be printed only if available.
- ii. The violator may provide a signature on the e-Civil Law Citation to confirm receipt for the Evidence collected, if requested by the law enforcement agency issuing the citation, as follows:

“Evidence Received From:

Signature X _____”

- (k) Court Place/Date Box
- i. "CIRCUIT COURT LOCATION, DATE, and TIME" shall be printed in this box.

Additionally, the following information shall be printed.

- ii. The name of the circuit court in which the violator may appear.
 - iii. The address for the court location, which shall include:
 1. Any branch or district, where applicable
 2. Street number and street name
 3. City, State, and Zip Code
 - iv. The appearance date.
 - v. The appearance time, including the appropriate AM or PM indication.
 - vi. The courtroom number, where available.
- (l) The officer must also sign the citation, as authorized. Electronic signatures are permitted if the Supreme Court has authorized the county to accept electronic filings of citations, otherwise, the officer must physically sign the printed citation. After the Court Place/Date Box the text for the officer's verification and signature shall be printed, as follows.

"Under penalties as provided by law for false certification pursuant to Section 1-109 of the Code of Civil Procedure and perjury pursuant to Section 32-2 of the Criminal Code of 2012, the undersigned certifies that the statements set forth in this instrument are true and correct."

_____/_____/_____
Month Day Year Officer's Signature ID No.

(5) INSTRUCTIONS TO THE VIOLATOR

The Complaint and Violator copies of the e-Civil Law Citation shall include the instructions to the violator.

The following text shall be printed **exactly** as provided below:

"READ THESE INSTRUCTIONS CAREFULLY

- (a) There is "NO COURT APPEARANCE REQUIRED" for this Citation. You have the following two (2) options:
 1. If you wish to "ADMIT TO THIS VIOLATION," complete the form entitled "ADMIT TO THIS VIOLATION." Follow the instructions and mail it with full payment of fine and costs. The amount of fine and costs for a Civil Law violation is \$120 per violation.
 2. If you wish to "CONTEST THIS VIOLATION," complete the section entitled "CONTEST THIS VIOLATION" and follow those instructions."
- (b) Text shall be included regarding the payment options authorized by the Circuit Clerk.

(6) NOTICE OF CONSENT FOR ENTRY OF JUDGMENT

The Notice of Consent for Entry of Judgment shall be printed below the Instructions to the Violator portion on the Complaint and Violator’s copies of the e-Civil Law Citation.

**NOTICE
OF CONSENT FOR ENTRY OF JUDGMENT**

YOU ARE HEREBY NOTIFIED THAT:
In the event you fail to appear in court or answer the charge on the date set for your court appearance, or any date to which the case is continued, or you do not submit an admission to this violation to the clerk at least (3) days before that date, you thereby consent to the entry of a default judgment against you. The amount of fine and costs for a Civil Law violation is \$120 per violation.

(7) COURT COMMUNICATION COPY – E-CIVIL LAW CITATION IDENTIFICATION

The full e-Civil Law Citation image may be printed on the Court Communication Copy, or in lieu of the image, the following subset of information may be printed at the top in order to uniquely identify the e-Civil Law Citation.

**COURT COMMUNICATION
Electronic Civil Law Citation Reference**

Optional Information

1. Barcode
2. Court Mailing Information: <Circuit Court mailing address>

Required Information

1. Issuing Agency: <name of issuing agency>
2. Citation Number: <citation form number>
3. Defendant Name: <Last, First, MI>
4. Violation Reference: <full ILCS or local ordinance reference>
5. Date of Issuance: <issued date>
6. Issuing Officer: <officer name and badge number>
7. County of Occurrence: <county name>

(8) CONTEST THIS VIOLATION

The Contest This Violation information as provided in Appendix A: Contest This Violation shall be printed on the Court Communication Copy below the Electronic Civil Law Citation Reference box.

(9) ADMISSION TO VIOLATION AND WAIVER

The Admission to Violation and Waiver information as provided in Appendix B: Admission to Violation and Waiver shall be printed on the Court Communication Copy below the Contest This Violation box

(10) No additional modifications to the printing of the e-Civil Law Citation are authorized.

APPENDIX A – CONTEST THIS VIOLATION

CONTEST THIS VIOLATION

If you intend to **CONTEST THIS VIOLATION**:

1. Complete this form and mail at least TEN (10) work days before the date set for your court appearance noted on the bottom half of this citation (Court Place/Date section). **NOTE: Appearing in court may result in additional fine and fees.**

2. A new appearance date will be set and you will be notified of the time and place of your appearance. When you are notified of your new appearance date, you should come to court prepared for trial and bring any witnesses you may have. You will also have the opportunity to demand a trial by jury, which would occur at a later date. If you demand a trial by jury, additional fees may apply.

NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER _____

3. Mail this form to the Clerk of the Court at the address noted in the "Court Place/Date" section on the bottom half of this citation.

DO NOT MAIL ANYTHING TO THE POLICE DEPARTMENT

APPENDIX B – ADMISSION TO VIOLATION AND WAIVER

ADMIT TO THIS VIOLATION

If you intend to **ADMIT TO THIS VIOLATION**:

- 1.** Complete this form.
- 2.** Mail this form, together with the fines and costs to the Clerk of the Court, at the address noted in the "Court Place/Date" section on the bottom half of this citation. You must mail this completed form, with the fine and costs, **no earlier than ten (10) work days** after the citation was issued (noted on the top half of the citation), **and no later than three (3) work days** before the court appearance date (noted on the bottom half of the citation in the "Court Place/Date" section). The fine and costs for a Civil Law violation is \$120 per violation.

NOTE: Payment must be by cash, money order, certified check, bank draft, cashier's check, or traveler's check unless otherwise authorized by the clerk of the court. (DO NOT SEND CASH IN THE MAIL; use cash only if paying in person.)

ADMISSION TO VIOLATION AND WAIVER

I, the undersigned, do hereby admit to the violation noted on this citation. I understand my right to a trial, that my signature to this admission will have the same force and effect as a judgment of court. I hereby **ADMIT TO THIS VIOLATION** on this citation, **GIVE UP** my right to trial, and agree to pay the fine and costs required.

_____	_____
VIOLATOR'S SIGNATURE	DATE
_____	_____
MAILING ADDRESS	STREET
_____	_____
CITY	STATE ZIP

APPENDIX C – DEFENDANT EYE COLOR

Defendant Eye Color shall be one of the following:

1. BLK-Black
2. BLU-Blue
3. BRO-Brown
4. GRY-Gray
5. GRN-Green
6. HAZ-Hazel
7. MAR-Maroon
8. PNK-Pink
9. XXX-Unknown

APPENDIX D – DEFENDANT HAIR COLOR

Defendant Hair Color shall be one of the following:

1. BAL-Bald
2. BLK-Black
3. BLN-Blond or Strawberry
4. BRO-Brown
5. GRY-Gray or Partially Gray
6. RED-Red or Auburn
7. SDY-Sandy
8. WHI-White
9. XXX-Unknown

APPENDIX E – VEHICLE COLOR

Vehicle Color shall be one of the following and appear on the same line as the vehicle for which it applies:

BGE-Beige	BLK-Black	BLU-Blue
BRO-Brown	BRZ-Bronze	COM-Chrome/Stainless Steel
CPR-Copper	CRM-Cream/Ivory	DBL-Blue/Dark
DGR-Green/Dark	GLD-Gold	GRN-Green
GRY-Gray	LAV-Lavender	LBL-Blue/Light
LGR-Green/Light	MAR-Maroon/Burgundy	MUL-Multicolored
ONG-Orange	PLE-Purple	PNK-Pink
RED-Red	SIL-Silver/Aluminum	TAN-Tan
TRQ-Turquoise	YEL-Yellow	WHI-White
OTH-Other		

APPENDIX F – VEHICLE TYPE

Vehicle Type shall be one or more of the following, as appropriate:

<u>Code</u>	<u>Vehicle Type</u>
000	Airboat
001	All Terrain Vehicle (ATV)
002	Ambulance
003	Antique Vehicle
004	Apportionable Semi- Trailer
005	Apportionable Trailer
006	Authorized Emergency Vehicle
092	Autocycle
007	Bicycle
008	Boat/Watercraft
009	Bus
010	Camping Trailer
011	Charitable Vehicle
012	Commuter Van
013	Converter Dolly
014	Custom Vehicle
015	Cycle
016	Derelict Vehicle
017	Electric Personal Assistive Mobility Device
018	Expanded-use Antique Vehicle
019	Farm Tractor
020	Fire Department Vehicle
021	Fleet Safety Vehicle
022	Foreign Vehicle
023	Golf Cart
024	Grey Market Vehicle
025	House Trailer
026	Implement of Husbandry
027	Junk Vehicle
028	Lifeboat
029	Limousine
030	Low-speed Electric Bicycle
031	Low-speed Gas Bicycle
032	Low-speed Vehicle
033	Materially Altered Vehicle
034	Maxi-cube Vehicle
035	Medical Carrier

036	Medical Transport Vehicle
037	Modified Vehicle
038	Motorboat
039	Motorhome, Mini-Motorhome, Van Camper
040	Motor Vehicle
041	Motor Driven Cycle
042	Moped
043	Motorcycle
044	Motorized Wheelchair
045	Multifunction School Activity Bus
046	Multipurpose Passenger Vehicle
047	Noncommercial Vehicle
048	Non-divisible Load or Vehicle
049	Non-powered Watercraft
050	Off-Highway Motorcycle
051	Organ Transport Vehicle
052	Passenger Car
053	Pedestrian
054	Personal Water Craft
055	Pole Trailer
056	Police Vehicle
057	Railroad Track Equipment
058	Railroad Train
059	Rebuilt Vehicle
060	Recreational Vehicle
061	Recreational Boat
062	Recreational Off-Highway Vehicle
063	Repaired Vehicle
064	Replica Trolley
065	Rescue Vehicle
066	Road Tractor
067	Rural Mail Delivery Vehicle
068	Sailboat
069	School Bus
070	Snowmobile
071	Special Hauling Vehicle
072	Special Mobile Equipment
073	Specially Constructed Vehicle
074	Specialty Prop Craft
075	Stinger-Steered

	Semitrailer
076	Streetcar
077	Street Rod
078	Tank Vehicle
079	Tow-Truck
080	Trackless Trolley Coach
081	Trailer or Semi Trailer
082	Transit Bus
083	Travel Trailer
084	Truck
085	Truck Camper
086	Truck Tractor
087	Truckster
088	Type I School Bus
089	Type II School Bus
090	Utility Service Vehicle
091	Wrecker
998	Other
999	None