



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 Overweight 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 Overweight 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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**SUPREME COURT
CLERK**

ILLINOIS OVERWEIGHT E - CITATION AND COMPLAINT

PRINTING and DISPLAY INSTRUCTIONS

The attached electronic Overweight citation, hereafter referred to as the “e-Overweight Citation,” document is a copy which does not purport to reflect either spacing or size of type and therefore the following is provided. Use of the e-Overweight Citation is limited to truck overweight and permit violations under sections 625 ILCS 5/3-401(d), 15-111, 15-113.1, 15-113.2 or 15-113.3 of the Illinois Vehicle Code.

(1) DIMENSIONS

The overall dimension of the uniform e-Overweight Citation form may conform to the paper citations filed with the Clerk of the Supreme Court, which may be printed on 8 ½ x 11 paper, or printed as a continuous form a minimum of 4 ½ 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 5 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-Overweight Citation required to be printed as provided in these Printing Instructions.

(2) DEFINITION(S)

The definition of “paper” for an e-Overweight 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 three (3) copies of the e-Overweight Citation.

- (a) Complaint Copy – Citation Face, Instructions to the Violator, Failure to Appear-Admonishments to the Violator, and Notice of Consent for Entry of Judgment.
- (b) Violator Copy – Citation Face, Instructions to the Violator, Failure to Appear-Admonishments to the Violator, and Notice of Consent for Entry of Judgment.
- Court Communication Copy – Citation Reference, Avoid Multiple Court Appearances, and Guilty Plea and Waiver.

The Violator and Court Communication copies of the citation shall be printed at the time of issuance. Additional copies of the 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-Overweight Citation shall be in black.

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- (b) There shall be seven (7) specific boxes provided on each e-Overweight Citation. Each box shall be labeled vertically on the left side of each section of the e-Overweight Citation (as provided in the sample Citation Forms in this packet) or horizontally in the upper left corner of the box.
 - i. Complaint Box
 - ii. Defendant Box
 - iii. Vehicle Box
 - iv. Violation Box
 - v. Weights Box
 - vi. Release Box
 - vii. Court Place/Date Box
- (c) Only one violation shall be printed on each e-Overweight Citation.
- (d) When content on the e-Overweight Citation has multiple value options, only the value(s) that the officer selects, as provided herein, shall be printed on the citation.

Each of the boxes shall contain the information as it appears on the attached e-Overweight Citation form. Codified fields identified in Appendixes E - I may be printed showing the literal display portion of the data or the preceding 3-letter code (e.g., BLK-Black would be printed as "Black"). The following fields 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 nature of the offense, the specific location of the violation, and the report number section.

- (e) Complaint Box
 - i. The words "Illinois Overweight Citation and Complaint - - Illinois State Police" (or other issuing agency) shall be printed at the top of each copy of the e-Overweight Citation.
 - ii. A unique issuing agency e-Overweight Citation Number shall be printed in the upper right corner in a minimum of 14 point font. The number shall start with "OW" followed by an eight digit citation number.
 - iii. The title of the e-Overweight Citation copy (e.g., COMPLAINT) shall be printed below the issuing agency e-Overweight Citation Number and in the same font size as the issuing agency e-Overweight Citation Number.
 - iv. ISP District of Occurrence and Assignment may be replaced with appropriate Beat/Section identifiers of the issuing agency.
 - v. A Tollway Checkbox shall be printed if the violation was committed upon the highways belonging to the Illinois State Toll Highway Authority, when applicable.
 - vi. A bar code may (optional) be printed above the case number field.
 - vii. "TWP. RD." and checked box shall be printed, when applicable.

- viii. One of two check boxes shall be marked and printed to identify the charging entity (People State of Illinois or City/Village/County of:).

(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. CDL Box shall contain one of two codes: "Y" if the Defendant has a CDL license and contain an "N" if the Defendant does not have a CDL license. It shall not be defaulted to "N," but require the user to select the appropriate value.
- vi. One or both checkboxes must be printed with the appropriate check box marked to identify the gender of the violator (Male or Female).

- (g) Between the Defendant and Vehicle Boxes the following text shall be printed.

“The Undersigned states that on (date) at (time, AM or PM) defendant did unlawfully operate a motor vehicle of the second division:”

(h) Vehicle Box

- i. Vehicle Type: shall use one or more of the vehicle types provided in Appendix E: Vehicle Type, as appropriate.
- ii. Vehicle Color: shall use the list provided in Appendix F: Vehicle Color, and appear on the same line as the vehicle for which it applies, as appropriate.
- iii. No. Axles: shall contain the total number of axles on the vehicle.
- iv. Vehicle Use (Commercial Motor Vehicle, Placarded Haz. Material, and 16 or More Pass. Vehicle): shall be printed as it appears on the sample e-Overweight Citation form, and shall not be defaulted to "no," but require the user to select the appropriate value for each of the vehicle use options.

- (i) Between the Vehicle and Violation Boxes the following text shall appear:

“Upon a Public Highway, namely or other location, Specifically (specific location) Located in the County and State Aforesaid and Did Then and There Commit the Following Offense:” When applicable, a checked box and the words "Urban District" shall be printed as identified on the citation sample.

(j) Violation Box

- i. This box shall contain only a single violation.
- ii. One of two check boxes must be marked and printed to identify the level of government of the violation (i.e., ILCS or Local Ordinance).
- iii. Overweight On: When applicable, shall contain one of the following: AXLE, GROSS, or BRIDGE.
- iv. If an Illinois Compiled Statute (ILCS) is cited, the full ILCS citation containing Chapter, Act and Section/Paragraph must be formatted and printed as required by law (i.e., 625 ILCS 5/15-111(e)).
 - 1. For violations of 625 ILCS 5/15-111, the following text shall be displayed: "With a road surface weight of (road surface weight) through axles (axles) being (pounds) pounds in excess of maximum allowed by statute."
 - 2. For violations of 625 ILCS 5/3-401(d)(2), the following text shall be displayed: "Overweight on registration with the gross weight of (gross weight) being (excess amount) in excess of maximum registration allowed by statute."
- v. If a Local Ordinance is cited, the full local ordinance citation must be formatted and printed as codified by the local municipality.
- vi. Below the cited violation, a literal notation for the Nature of Offense shall be printed. Abbreviations or acronyms shall not be used.
- vii. The applicable seven digit Offense Code identified in the AOIC Offense Code Table may be included and printed immediately following the ILCS or local ordinance citation, as follows: Offense Code: (*7 digit code*).

(k) Weights Box

- i. Axle (1-20): shall be the weight of each axle in pounds, up to 20 axles may be recorded and displayed. A comma shall be used to separate thousands.
- ii. Gross Weight: shall be the total weight of the vehicle in pounds. A comma shall be used to separate thousands.
- iii. Scale Sticker #: shall be the number associated with the scale on which the vehicle is weighed. No more than four number(s) shall be allowed in each box, and shall be separated by a semicolon.
- iv. Test Date: shall be the date the scale was tested.
- v. Distance Between Axles: shall be the distance between axles, and shall appear in Feet (‘) and Inches (“) with the appropriate single or double quotes.
- vi. Functioning Auxiliary Power Unit: a checkbox must be printed and marked to identify if the auxiliary power unit is functioning, when applicable.
- vii. Weather: One or more of the applicable weather conditions shall be selected from Appendix G – Weights Section: Weather.

(l) Release Box

- i. Lbs. in Excess: shall be the amount in pounds the vehicle is overweight. A comma shall be used to separate thousands.
- ii. Assessment Schedule #: shall be the applicable assessment schedule for the charged offense as provided in the Criminal and Traffic Assessment Act (705 ILCS 135/1 et seq.).
- iii. Assessment: shall be the applicable assessment allowed under the assessment schedule identified from the Criminal and Traffic Assessment Act (705 ILCS 135/1 et seq.).
- iv. Fine: the total fine assessed as authorized under law; it shall be printed in dollars and cents (i.e. \$100.50).
- v. Total Amount: total of fine plus costs, penalties, and fees, which is the total of amounts identified in ii. through ix.
- vi. Bond Type: only the method of release used by the violator shall be printed.
 - 03-Individual Bond (full)
 - 04-Cash Bail (full)
 - 05-Bond Card
 - 13-Notice to Appear
 - 15-E-Bail
- xii. Company: If Bond Card was posted to secure the violator's release, identify Bond Card issuing company in this field.
- xiii. Auth/Ref #: if commercial check is posted to secure the violator's release, list the reference number of the check(s) separated by semicolons. If Bond Card was posted, identify Bond Card number. If E-Bail was posted, list the authorization number in this field.

*No signature shall be required by the violator for a violation classified as a petty offense; when the violator is released on a recognizance or an individual bond for any other classified offense, a signature shall be provided by the violator. The following text and signature line shall be printed at the bottom of the e-overweight citation when the violator is required to sign the overweight citation:

“WITHOUT ADMITTING GUILT, I promise to comply with the terms of this Ticket and Release.

Signature X _____”

(m) 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 is to 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.

(n) The officer must also sign the citation, as authorized. Below 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 Signature	ID No.

(5) INSTRUCTIONS TO THE VIOLATOR

The Complaint and Violator copies of the e-Overweight Citation shall include specific instructions to the violator regarding directions based upon the e-Overweight Citation issued, as specified in this Section and Sections 6 and 7 of these Instructions.

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

Read These Instructions Carefully

If you wish to plead “GUILTY”, complete the “PLEA OF GUILTY AND WAIVER” provided and follow those instructions. Mail the guilty plea with full payment in the applicable amount noted on the citation in the "Release" section on the "Total Amount" line.

Text shall be included regarding the payment options authorized by the Circuit Clerk.

If you wish to plead “NOT GUILTY”, complete the portion of the form entitled “Avoid Multiple Court Appearances” and follow those instructions. If you are found guilty, the total amount assessed may be greater than the amount assessed on a guilty plea.

Additional text may be included regarding Electronic Pleas of Guilty Programs as authorized by the Illinois Supreme Court.

(6) FAILURE TO APPEAR-ADMONISHMENTS TO THE VIOLATOR

METHOD OF RELEASE OPTIONS: Based upon the method of release and offense, one of the following release options shall appear on the Violator and Complaint copies of the citation, in the admonishment text. The Failure to Appear section and the Notice of Consent for Entry of Judgment is required to be printed immediately following or adjacent to the method of release option text.

i. **CASH BAIL**

A judgment of conviction may be entered against you as noted above.

ii. **BOND CARD**

Your card will be sent to the issuing company for payment.

iii. **NOTICE TO APPEAR**

The court may issue a warrant for your arrest.

iv. **INDIVIDUAL BOND**

A judgment of conviction may be entered for the FULL amount of the bond, and/or the court may issue a warrant for your arrest.

(7) 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-Overweight Citation.

**NOTICE
OF CONSENT FOR ENTRY OF JUDGMENT**

YOU ARE HEREBY NOTIFIED THAT:

If you do not satisfy the charge(s) against you prior to the date set for your appearance, or any date to which the case is continued, you do not submit a written plea of guilty to the clerk at least three (3) days before the date, and you fail to answer the charge(s) or appear in court when required, you thereby consent to the entry of a judgment of conviction against you in the amount of the statutory minimum fine plus the assessment in the applicable schedule for the charged offense as provided in the Criminal and Traffic Assessment Act (705 ILCS 105/1 et seq.). The total amount assessed may be greater than the amount assessed on a guilty plea, as discussed above. Any cash bail or other security you have deposited will be applied toward payment. If you are an Illinois Driver and you fail to pay in full any judgments imposed, a notice will be sent to the Secretary of State and your driver's license will not be renewed, reissued, or reclassified, until full payment is received.

(8) COURT COMMUNICATION COPY – E-OVERWEIGHT CITATION IDENTIFICATION

The full e-Overweight 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-Overweight Citation.

COURT COMMUNICATION
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>

(9) AVOID MULTIPLE COURT APPEARANCES

The Avoid Multiple Court Appearances information as provided in Appendix A: Avoid Multiple Court Appearances shall be printed on the Court Communication Copy.

(10) GUILTY PLEA AND WAIVER

The Guilty Plea and Waiver information as provided in Appendix B: Guilty Plea and Waiver shall be printed on the Court Communication Copy below the Avoid Multiple Court Appearances Box.

(11) No additional modifications to the printing of the e-Overweight Citation form are authorized.

APPENDIX A – AVOID MULTIPLE COURT APPEARANCES

AVOID MULTIPLE COURT APPEARANCES

If you intend to plead **NOT GUILTY** to the ticket:

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 the ticket (Court Place/Date section).
2. Indicate what kind of trial you want – mark only one box, complete the address section below and follow the mailing instructions in number 3 below.

I WISH TO PLEAD NOT GUILTY AND REQUEST:

- A. Trial by Judge
- B. Trial by Jury

A new appearance date will be set and you will be notified of the time and date of trial. **Do not come to the court until you are notified.** When you are notified, you should come to court prepared for trial and bring any witnesses you may have.

Name _____

Mailing Address _____

City/State/Zip _____

Telephone Number _____

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

DO NOT MAIL TO THE POLICE DEPARTMENT

APPENDIX B – GUILTY PLEA and WAIVER

GUILTY PLEA

If you intend to plead GUILTY to the ticket:

1. Complete this form.
2. Mail this form, together with applicable payment to the Clerk of the Court, Traffic Section, at the address noted in the "Court Place/Date" section on the bottom half of the ticket. You must mail this completed form, with applicable payment, **no earlier than ten (10) work days** after the ticket was issued (noted on the top half, below "Defendant" section, of the ticket), **and no later than three (3) work days** before the court appearance date noted on the bottom half of the ticket in the "Court Place/Date" section or as may have been provided by the clerk of the court.

Note: Payment must be by cash, money order, certified check, bank draft, 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.)

PLEA OF GUILTY AND WAIVER

I, the undersigned, do hereby plead guilty to the charge noted on this ticket, which does not require a court appearance. I understand my right to a trial, and that my signature to this plea of guilty will have the same force and effect as a conviction entered by the court. I hereby PLEAD GUILTY to the said offense on this ticket, GIVE UP my right to trial, and agree to pay the amount required.

Defendant'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 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

APPENDIX F – 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 G – WEIGHTS SECTION

Weather – selection may be one of the following:

- 01- Clear
- 02- Rain
- 03- Snow
- 04- Fog/Smoke/Haze
- 05- Sleet/Hail
- 06- Severe Cross Wind
- 07- Other
- 08- Cloudy/Overcast
- 09- Unknown