



FILED

SEP - 1 2016

**SUPREME COURT
CLERK**

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

Hon. Joseph G. McGraw, Chair
Winnebago County Courthouse
400 West State Street, #215
Rockford, IL 61101
(815) 319-4800 (ph)
(815) 319-4808 (fax)
jmcgraw@wincoil.us

Administrative Office of Illinois Courts
222 N. LaSalle Street, 13th Floor
Chicago, IL 60601

3101 Old Jacksonville Road
Springfield, IL 62704

September 1, 2016

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

Re: New Civil Law Uniform Citation

Dear Ms. Grosboll:

In response to the enactment of Public Act 99-0697 and adoption of Supreme Court Rules 585 through 590 regarding cannabis, the Conference of Chief Circuit Judges has approved the creation of a new Civil Law Uniform Citation and printing instructions. The Act amends numerous statutes to establish a regulatory framework for the possession of less than 10 grams of cannabis, and any drug paraphernalia seized during the offense, to be identified as "civil law" violations.

On behalf of the Conference of Chief Circuit Judges' Chair, Joseph G. McGraw, I hereby submit the approved Civil Law Uniform Citation form and Printing Instructions to your office for filing pursuant to new Supreme Court Rule 589. The new form and printing instructions are effective immediately. Agencies must use the new citations for civil law violations no later than January 1, 2017.

In the interim between the filing of this form and its availability to the law enforcement community, law enforcement agencies may continue to cite violator with the current forms used for such purposes at the time the law became effective (which may include the Uniform Citation and Complaint marked as a Notice to Appear in the Bond Box). However, in addition to the existing form used, the law enforcement officer who issues the citation must also provide the violator, for each citation issued, with the instructions found on the Violator Information sheet, also enclosed within. These instructions must be verbatim and any instructions provided to the contrary on the existing form being used must be stricken or omitted.

Respectfully,

Michael J. Sullivan, Chair
Article V Committee, Conference of Chief Circuit Judges

Enclosure

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**SUPREME COURT
CLERK**

Civil Law Violation – Violator Information

READ THESE INSTRUCTIONS CAREFULLY

There is **"NO COURT APPEARANCE REQUIRED"** for a Civil Law violation under Paragraph (a), Section 4 of the Cannabis Control Act (720 ILCS 550/4(a)), or Paragraph (c), Section 3.5 of the Drug Paraphernalia Control Act (720 ILCS 600/3.5(c)). You have the following two (2) options:

1. If you wish to **"ADMIT TO THIS VIOLATION,"** complete the section 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.

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.)

**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 the Civil Law 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.

CONTEST THIS VIOLATION

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

1. Complete this section and mail at least TEN (10) work days before the date set for your court appearance noted on the 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 noted on the citation.

DO NOT MAIL ANYTHING TO THE POLICE DEPARTMENT

ADMIT TO THIS VIOLATION

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

1. Complete this section.
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 citation. You must mail this completed form, with the fine and costs, no earlier than ten (10) work days after the citation was issued, and no later than three (3) work days before the court appearance date (noted on 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 Civil Law violation noted on the 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 CIVIL LAW VIOLATION** on the 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 _____

FILED

SEP - 1 2016

**SUPREME COURT
CLERK**

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**



CL0000000000

COMPLAINT	CASE NO.	ISP DIST. OCC.	ISP DIST. ASSIGN	COMPLAINT	
	COUNTY OF	TOWNSHIP OF			
DEFENDANT	<input type="checkbox"/> PEOPLE STATE OF ILLINOIS VS.		<input type="checkbox"/> CITY/ VILLAGE OF MUNICIPAL CORPORATION PLAINTIFF		
	NAME (Last) (First) (M.I.)		EYES	<input type="checkbox"/> Female <input type="checkbox"/> Male	
	ADDRESS (Street) (Apt.)		HAIR	HEIGHT	WEIGHT
	CITY STATE ZIP		UNDER 18 <input type="checkbox"/>		
	DR. LIC.	STATE	<input type="checkbox"/> CDL	EXPIR. DATE	DATE OF BIRTH

The Undersigned states that on ___/___/___ at ___ A.M. P.M. Defendant upon a Public Highway, or other Location, Specifically _____

Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:

VIOLATION	<input type="checkbox"/> 720 ILCS 550/4(a) - POSSESSION OF CANNABIS; NOT MORE THAN 10 GRAMS OR <input type="checkbox"/> 720 ILCS 600/3.5(c) - POSSESSION OF DRUG PARAPHERNALIA
	NATURE OF VIOLATION _____
	VEHICLE INFORMATION: REGISTRATION NO. _____ STATE _____ MO/YEAR _____ MAKE _____ MODEL/TYPE _____ YEAR _____ COLOR _____

EVIDENCE	Associated Report #: _____ CAD #: _____
	FIELD TEST COMPLETED YES <input type="checkbox"/> NO <input type="checkbox"/> APPROXIMATE WEIGHT: _____ GRAMS
	LOCATION OF EVIDENCE WHEN RECOVERED _____
	DESCRIPTION _____

WITHOUT ADMITTING TO THE VIOLATION, I promise to comply with the terms of this Citation.

SIGNATURE X _____

NO COURT APPEARANCE REQUIRED
See instructions on top portion, back side of gold copy

COURT PLACE / DATE	CIRCUIT COURT LOCATION AND DATE
	ADDRESS / COURTHOUSE
	CITY _____ ZIP _____ IL _____ ON _____ AT _____ AM. P.M.

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.
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**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

COMPLAINT COPY BACKER

BLANK

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**



CL0000000000

COMPLAINT	CASE NO.	ISP DIST. OCC	ISP DIST. ASSIGN	EVIDENCE
	COUNTY OF	TOWNSHIP OF		
DEFENDANT	<input type="checkbox"/> PEOPLE STATE OF ILLINOIS VS.		<input type="checkbox"/> CITY / VILLAGE OF MUNICIPAL CORPORATION PLAINTIFF	
	NAME (Last) (First) (M.I.)		EYES	<input type="checkbox"/> Female <input type="checkbox"/> Male
	ADDRESS (Street) (Apt.)		HAIR	HEIGHT
	CITY STATE ZIP		UNDER 18 <input type="checkbox"/>	
	DR. LIC	STATE	<input type="checkbox"/> CDL	EXPIR. DATE
	DATE OF BIRTH			

The Undersigned states that on ___/___/___ at ___ A.M. P.M. Defendant upon a Public Highway, or other Location, Specifically _____

Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:

VIOLATION	<input type="checkbox"/> 720 ILCS 550/4(a) - POSSESSION OF CANNABIS; NOT MORE THAN 10 GRAMS OR <input type="checkbox"/> 720 ILCS 600/3.5(c) - POSSESSION OF DRUG PARAPHERNALIA
	NATURE OF VIOLATION _____

VEHICLE INFORMATION: REGISTRATION NO. _____ STATE _____	
MO/YEAR _____ MAKE _____ MODEL/TYPE _____	
YEAR _____ COLOR _____	

EVIDENCE	Associated Report #: _____ CAD #: _____
	FIELD TEST COMPLETED YES <input type="checkbox"/> NO <input type="checkbox"/> APPROXIMATE WEIGHT: _____ GRAMS
	LOCATION OF EVIDENCE WHEN RECOVERED _____
	DESCRIPTION _____
WITHOUT ADMITTING TO THE VIOLATION, I promise to comply with the terms of this Citation.	
SIGNATURE X _____	

NO COURT APPEARANCE REQUIRED
See instructions on top portion, back side of gold copy

COURT PLACE / DATE	CIRCUIT COURT LOCATION AND DATE
	ADDRESS / COURTHOUSE
	CITY _____ ZIP _____ ON _____ AT _____ AM. P.M.

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 I.D. NO.

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

EVIDENCE COPY BACKER

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**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**



CL0000000000

COMPLAINT	CASE NO.	ISP DIST. OCC.	ISP DIST. ASSIGN.	COURT DISPOSITION		
	COUNTY OF	TOWNSHIP OF				
DEFENDANT	<input type="checkbox"/> PEOPLE STATE OF ILLINOIS VS. <input type="checkbox"/> CITY/ VILLAGE OF MUNICIPAL CORPORATION PLAINTIFF		VS			
	NAME (Last)	(First)	(M.I.)	EYES <input type="checkbox"/> Female <input type="checkbox"/> Male		
	ADDRESS (Street)		(Apt.)	HAIR	HEIGHT	WEIGHT
	CITY STATE ZIP			UNDER 18 <input type="checkbox"/>		
	DR. LIC.	STATE	<input type="checkbox"/> CDL	EXPIR. DATE	DATE OF BIRTH	

The Undersigned states that on ___/___/___ at ___ A.M. P.M. Defendant upon a Public Highway, or other Location, Specifically _____

Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:

VIOLATION	<input type="checkbox"/> 720 ILCS 550/4(a) - POSSESSION OF CANNABIS; NOT MORE THAN 10 GRAMS OR <input type="checkbox"/> 720 ILCS 600/3.5(c) - POSSESSION OF DRUG PARAPHERNALIA			
	NATURE OF VIOLATION _____			

EVIDENCE	VEHICLE INFORMATION: REGISTRATION NO. _____ STATE _____			
	MO/YEAR _____ MAKE _____ MODEL/TYPE _____		YEAR _____ COLOR _____	
	Associated Report #: _____ CAD #: _____		FIELD TEST COMPLETED YES <input type="checkbox"/> NO <input type="checkbox"/>	
	APPROXIMATE WEIGHT: _____ GRAMS			
	LOCATION OF EVIDENCE WHEN RECOVERED _____			
DESCRIPTION _____				
WITHOUT ADMITTING TO THE VIOLATION, I promise to comply with the terms of this Citation.				
SIGNATURE X _____				

NO COURT APPEARANCE REQUIRED
See instructions on top portion, back side of gold copy

COURT PLACE / DATE	CIRCUIT COURT LOCATION AND DATE				
	ADDRESS / COURTHOUSE				
	CITY	ZIP	IL	ON	AT

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.

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

COURT DISPOSITION COPY BACKER

HEARING JUDGE _____

COURT ACTION AND OTHER ORDERS

- ORIGINAL VIOLATION
- AMENDED VIOLATION: _____

FINDINGS - DATE ____/____/____

- ADMIT/CONSENT
- NO FINDING OF VIOLATION
- DEFAULT JUDGMENT
- CHARGE AMENDED
- DISMISSED

FINE \$ _____

COSTS \$ _____

TOTAL \$ _____

SIGNATURE OF CLERK

MAIL TO: _____

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

COMPLAINT			CL0000000000		
	CASE NO.	ISP DIST OCC.	ISP DIST ASSIGN.	POLICE RECORD	
DEFENDANT	COUNTY OF	TOWNSHIP OF			
	<input type="checkbox"/> PEOPLE STATE OF ILLINOIS VS.		<input type="checkbox"/> CITY/ VILLAGE OF MUNICIPAL CORPORATION PLAINTIFF		
	NAME		EYES	VS.	
	(Last)	(First)	(M.I.)	<input type="checkbox"/> Female <input type="checkbox"/> Male	
	ADDRESS		HAIR	HEIGHT	WEIGHT
	(Street)	(Apt.)			
CITY STATE ZIP		UNDER 18 <input type="checkbox"/>			
DR. LIC.	STATE	<input type="checkbox"/> CDL	EXPIR. DATE	DATE OF BIRTH	

The Undersigned states that on ___/___/___ at ___ A.M. P.M. Defendant upon a Public Highway, or other Location, Specifically _____

Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:

VIOLATION	<input type="checkbox"/> 720 ILCS 550/4(a) - POSSESSION OF CANNABIS; NOT MORE THAN 10 GRAMS OR <input type="checkbox"/> 720 ILCS 600/3.5(c) - POSSESSION OF DRUG PARAPHERNALIA			
	NATURE OF VIOLATION			

EVIDENCE	VEHICLE INFORMATION: REGISTRATION NO. _____ STATE _____			
	MO/YEAR	MAKE	MODEL/TYPE	
	YEAR	COLOR		
	Associated Report #: _____		CAD #: _____	
	FIELD TEST COMPLETED YES <input type="checkbox"/> NO <input type="checkbox"/>		APPROXIMATE WEIGHT: _____ GRAMS	
	LOCATION OF EVIDENCE WHEN RECOVERED _____			
DESCRIPTION _____				
WITHOUT ADMITTING TO THE VIOLATION, I promise to comply with the terms of this Citation.				
SIGNATURE X _____				

NO COURT APPEARANCE REQUIRED
 See instructions on top portion, back side of gold copy

COURT PLACE / DATE	CIRCUIT COURT LOCATION AND DATE			
	ADDRESS / COURTHOUSE			
	CITY	ZIP	IL ON AT	A.M. P.M.

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 I.D. NO.

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

POLICE RECORD COPY BACKER

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**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**



CL0000000000

COMPLAINT

CASE NO.	ISP DIST. OCC	ISP DIST. ASSIGN.	VIOLATOR
COUNTY OF	TOWNSHIP OF		
<input type="checkbox"/> PEOPLE STATE OF ILLINOIS VS. <input type="checkbox"/> CITY/VILLAGE OF MUNICIPAL CORPORATION PLAINTIFF		VS.	
NAME (Last) (First) (M.I.)		EYES	<input type="checkbox"/> Female <input type="checkbox"/> Male
ADDRESS (Street) (Apt.)		HAIR	HEIGHT
CITY STATE ZIP		UNDER 18 <input type="checkbox"/>	
DR. LIC	STATE	<input type="checkbox"/> CDL	EXPIR. DATE
		DATE OF BIRTH	

The Undersigned states that on ___/___/___ at ___ A.M. P.M. Defendant upon a Public Highway, or other Location, Specifically _____

Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:

VIOLATION

- 720 ILCS 550/4(a) - POSSESSION OF CANNABIS; NOT MORE THAN 10 GRAMS
- OR
- 720 ILCS 600/3.5(c) - POSSESSION OF DRUG PARAPHERNALIA

NATURE OF VIOLATION _____

VEHICLE INFORMATION: REGISTRATION NO. _____ STATE _____
MO/YEAR _____ MAKE _____ MODEL/TYPE _____
YEAR _____ COLOR _____

EVIDENCE

Associated Report #: _____ CAD #: _____

FIELD TEST COMPLETED YES NO APPROXIMATE WEIGHT: _____ GRAMS

LOCATION OF EVIDENCE WHEN RECOVERED _____

DESCRIPTION _____

WITHOUT ADMITTING TO THE VIOLATION, I promise to comply with the terms of this Citation.

SIGNATURE X

NO COURT APPEARANCE REQUIRED
See instructions on top portion, back side of gold copy

COURT PLACE / DATE

CIRCUIT COURT LOCATION AND DATE

ADDRESS / COURTHOUSE _____

CITY _____ ZIP _____ IL _____ ON _____ AT _____ AM.
PM.

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 I.D. NO.

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

VIOLATOR COPY BACKER

READ THESE INSTRUCTIONS CAREFULLY

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" on the bottom half, of the back side, of the blue copy of the citation. Follow the instructions on that form 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 form entitled "CONTEST THIS VIOLATION" on the top half, of the back side, of the blue copy and follow those instructions.

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.)

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.

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**



CL0000000000

COMPLAINT

DEFENDANT

CASE NO.	ISP DIST. OCC.	ISP DIST. ASSIGN	COURT COMMUNICATION	
COUNTY OF	TOWNSHIP OF			
<input type="checkbox"/> PEOPLE STATE OF ILLINOIS VS.		<input type="checkbox"/> CITY/ VILLAGE OF MUNICIPAL CORPORATION PLAINTIFF		VS.
NAME (Last) (First) (M.I.)		EYES	<input type="checkbox"/> Female <input type="checkbox"/> Male	
ADDRESS (Street) (Apt.)		HAIR	HEIGHT	WEIGHT
CITY STATE ZIP		UNDER 18 <input type="checkbox"/>		
DR. LIC.	STATE	<input type="checkbox"/> CDL	EXPIR. DATE	DATE OF BIRTH

The Undersigned states that on ___/___/___ at ___ A.M. P.M. Defendant upon a Public Highway, or other Location, Specifically _____

Located in the County and State Aforesaid and Did Then and There Commit the Following Civil Law Violation:

VIOLATION

- 720 ILCS 550/4(a) - POSSESSION OF CANNABIS; NOT MORE THAN 10 GRAMS
- OR
- 720 ILCS 600/3.5(c) - POSSESSION OF DRUG PARAPHERNALIA

NATURE OF VIOLATION _____

VEHICLE INFORMATION: REGISTRATION NO. _____ STATE _____
 MO/YEAR _____ MAKE _____ MODEL/TYPE _____
 YEAR _____ COLOR _____

EVIDENCE

Associated Report #: _____ CAD #: _____

FIELD TEST COMPLETED YES NO APPROXIMATE WEIGHT: _____ GRAMS

LOCATION OF EVIDENCE WHEN RECOVERED _____

DESCRIPTION _____

WITHOUT ADMITTING TO THE VIOLATION, I promise to comply with the terms of this Citation.

SIGNATURE X

NO COURT APPEARANCE REQUIRED
 See instructions on top portion, back side of gold copy

COURT PLACE / DATE

CIRCUIT COURT LOCATION AND DATE

ADDRESS / COURTHOUSE _____

CITY _____ ZIP _____ IL _____ ON _____ AT _____ A.M. P.M.

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

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

COURT COMMUNICATION COPY BACKER

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 the front side 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 the front side of this citation.

DO NOT MAIL ANYTHING TO THE POLICE DEPARTMENT

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 the front side 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 front side of the citation), **and no later than three (3) work days** before the court appearance date (noted on the bottom half of the front side 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 the front side of 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 _____

ILLINOIS CIVIL LAW CITATION**PRINTING INSTRUCTIONS****SUPREME COURT
CLERK**

THE ATTACHED DOCUMENT IS A DRAFT COPY WHICH DOES NOT PURPORT TO REFLECT EITHER SPACING OR SIZE OF TYPE AND BECAUSE IT DOES NOT REFLECT APPROPRIATE COLORING FOR EACH LEAF, THE FOLLOWING INFORMATION IS PROVIDED:

(1) **DIMENSIONS.** THE OVERALL DIMENSION OF THE UNIFORM CIVIL LAW CITATION FORM SET WILL BE FOUR AND THREE-FOURTHS INCHES (4 3/4") IN WIDTH BY TEN INCHES (10") IN LENGTH. INCLUDED IN THE LENGTH (10") IS A THREE-FOURTHS INCH (3/4") PERFORATED TEAR-OFF STRIP AT THE TOP AND A FIVE-EIGHTHS INCH (5/8") PERFORATED TEAR-OFF STRIP AT THE BOTTOM.

(2) **NUMBER OF LEAVES AND COLOR OF PAPER.** EXCEPT AS PROVIDED BELOW, ALL UNIFORM CIVIL LAW CITATION FORMS SHALL INCLUDE THE FOLLOWING SIX LEAVES WHICH SHALL BE PRINTED ON THE COLOR OF PAPER AS FOLLOWS:

1. <u>COMPLAINT COPY</u>	WHITE
2. <u>EVIDENCE COPY</u>	CANARY
3. <u>COURT DISPOSITION COPY</u>	WHITE
4. <u>POLICE RECORD COPY</u>	GREEN
5. <u>VIOLATOR COPY</u>	GOLDEN ROD
6. <u>COURT COMMUNICATION COPY</u>	BLUE

UPON A WRITTEN REQUEST BY A LAW ENFORCEMENT AGENCY TO THE CLERK OF THE CIRCUIT COURT, THE CHIEF JUDGE OF THAT CIRCUIT MAY, WITH CONCURRENCE OF THE CLERK OF THE CIRCUIT COURT, REQUEST THE CONFERENCE OF CHIEF CIRCUIT JUDGES TO AUTHORIZE THE OMISSION OF THE COURT DISPOSITION COPY.

(3) **FACE OF THE CITATION.**

(a) ALL PRINTING ON THE FACE OF ALL COPIES OF THE UNIFORM TICKET WILL BE IN BLACK LETTERING, EXCEPT FOR THE FOLLOWING:

(1) THE FOLLOWING WILL BE PRINTED AS A RED BAR WITH WHITE LETTERING:

(a) TITLES TO EACH BOX.

(2) THE FOLLOWING WILL BE IN RED PRINT:

(a) THE TICKET NUMBER.

(b) THE TITLES TO EACH LEAF: COMPLAINT, EVIDENCE, COURT DISPOSITION, POLICE RECORD, VIOLATOR, AND COURT COMMUNICATION.

(c) THE PRINTING UNDER 18 AND CHECKBOX LOCATED WITHIN THE DEFENDANT BOX.

(d) THE PRINTING OF THE WORDS NO COURT APPEARANCE REQUIRED BELOW THE EVIDENCE BOX AND THE BOX OUTLINE AROUND THE WORDS.

(b) THE FOLLOWING OPTIONAL INFORMATION MAY BE ADDED TO THE FACE OF EACH LEAF:

(1) THE WORDS "ILLINOIS CIVIL LAW CITATION -- ILLINOIS STATE POLICE" (OR OTHER APPROPRIATE WORDING IDENTIFYING THE LAW ENFORCEMENT ENTITY OR MUNICIPALITY, IN THE CASE OF FORMS PRINTED AND ADAPTED FOR USE BY A MUNICIPALITY) MAY BE PRINTED AT THE TOP OF EACH COPY OF THE FORM.

(2) A BAR CODE MAY BE PLACED ABOVE THE CASE NO. FIELD IN THE COMPLAINT BOX.

(3) PRINT THE ADDRESS OF THE COURTHOUSE IN THE COURT PLACE/DATE BOX.

(c) THE PRINTING OF THE WORDS IN THE BOXES BELOW WILL BE SCREENED SO THEY CAN BE WRITTEN OVER:

(1) DEFENDANT BOX: (Last), (First), (M.I.) on the NAME LINE; (Street), (Apt.) on the ADDRESS LINE; and STATE on the DR. LIC. LINE.

(2) VIOLATION BOX: NATURE OF OFFENSE

(3) COURT PLACE/DATE BOX: CITY AND ZIP, IF NOT PRINTED AS PROVIDED IN (3)(b)(3), ABOVE.

(d) THE PERFORATED TEAR-OFF STRIP AT THE TOP AND AT THE BOTTOM OF THE COMPLAINT COPY OF THE UNIFORM CIVIL LAW CITATION SHALL HAVE IMPRINTED, IN BLACK, THE FOLLOWING WORDING:

**NOTE: USE SEPARATE CIVIL LAW CITATION
FOR EACH VIOLATION**

ON THE PERFORATED TEAR-OFF STRIPS ON THE OTHER FIVE LEAVES, THE PRINTING OF THIS WORDING IS OPTIONAL.

(4) BACK OF THE CITATION.

- (a) APPROPRIATE PRINTING ON THE BACK SIDE OF THE POLICE RECORD COPY IS OPTIONAL.
- (b) THE PRINTING ON THE BACK SIDE OF THE COMPLAINT, EVIDENCE, COURT DISPOSITION, POLICE RECORD, VIOLATOR, AND COURT COMMUNICATION COPIES OF THE UNIFORM TICKET WILL BE IN BLACK LETTERING.

(5) NO ADDITIONAL MODIFICATIONS TO THE PRINTING OF THE UNIFORM CIVIL LAW CITATION ARE AUTHORIZED.