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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, 13<sup>th</sup> 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

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

Re: New Civil Law Uniform Citation

# **Civil Law Violation – Violator Information**



SEP - 1 2016

## SUPREME COURT CLERK

STATE

ZIP

## **READ THESE INSTRUCTIONS CAREFULLY**

There is "<u>NO</u> 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: July and the section and the section of the sect

If you wish to "<u>CONTEST THIS VIOLATION</u>," 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 appear-ance, 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

CITY

MAILING ADDRESS

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 under-stand 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 ADDRL55	STRLUT	
CITY	STATE ZIP	

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SEP - 1 2016

## SUPREME COURT CLERK

Final-2016-01-01-Uniform Civil Law Citation. and 8/5/2016 10:39 AM Page 1

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# NOTE: USE SEPARATE CIVIL LAW CITATION

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IRCUIT COURT LOCATION AND DATE				-
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	II.			A.M. P.M.
ler penalties as provided by law for false	certification pursuant to Section	ON In 1-109 of the Code of Civil Pr	AT rocedure and perjury	oursuant to
tion 32-2 of the Criminal Code of 2012 th	e undersigned certifies that the	ne statements set forth in this in	nstrument are true ar	nd correct.
/ / _/	INATURE	IT	D. NO.	

Final-2016-01-01-Uniform Civil Law Citation.gx 8/5/2016 10:39 AM Page 2

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COMPLAINT COPY BACKER

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NOTE: USE SEPARATE CIVIL LAW CITATION	
FOR EACH VIOLATION	
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COURT DISPOSITION COPY BACKER

HEARING JUDGE \_\_\_\_\_

COURT ACTION AND OTHER ORDERS

ORIGINAL VIOLATION
AMENDED VIOLATION: \_\_\_\_\_

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FINDINGS - DATE \_\_\_\_/\_\_\_/

ADMIT/CONSENT

NO FINDING OF VIOLATION

DEFAULT JUDGMENT

CHARGE AMENDED

DISMISSED

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SIGNATURE OF CLERK

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POLICE RECORD COPY BACKER

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VIOLATOR COPY BACKER

### **READ THESE INSTRUCTIONS CAREFULLY**

There is "<u>NO</u> COURT APPEARANCE REQUIRED" for this Citation. You have the following two (2) options:

(1) If you wish to "<u>ADMIT TO THIS VIOLATION</u>," 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 "<u>CONTEST THIS VIOLATION</u>," 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.

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County OC OC	ISP DIST. ASSIGN COURT COMMUNICATION TOWNSHIP OF
PEOPLE STATE CITY/ VILLAGE OF OF ILLINOIS VS.	
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Z         (Law)         (First)           ADDRESS         (Street)         (Street)           CITY STATE ZIP         (Street)         (Street)	(Apt)
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SIGNATURE X	
<u>NO</u> COURT APPEA	RANCE REQUIRED
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ADDRESS / COURTHOUSE	
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CITY ZIP	IL P.M.
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Section 32-2 of the Criminal Code of 2012, the undersigned certified	ies that the statements set forth in this instrument are true and correct.
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NOTE: USE SEPARATE	<b>E CIVIL LAW CITATION</b>
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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	
СПУ	STATE ZIP	



# FILED

SEP - 1 2016

# 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) <u>DIMENSIONS</u>. 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-EIGHTS INCH (5/8") PERFORATED TEAR-OFF STRIP AT THE BOTTOM.

(2) <u>NUMBER OF LEAVES AND COLOR OF PAPER</u>. 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</u> COPY 2. <u>EVIDENCE</u> COPY 3. <u>COURT DISPOSITION</u> COPY 4. <u>POLICE RECORD</u> COPY 5. <u>VIOLATOR</u> COPY 6. <u>COURT COMMUNICATION</u> COPY

WHITE CANARY WHITE GREEN GOLDEN ROD 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 <u>COURT DISPOSITION</u> COPY.

## (3) FACE OF THE CITATION.

(2)

<u>\_</u>\*

(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 <u>RED</u> BAR WITH <u>WHITE</u> LETTERING:
  - (a) TITLES TO EACH BOX.
  - THE FOLLOWING WILL BE IN RED PRINT:
    - (a) THE TICKET NUMBER.
      - (b) THE TITLES TO EACH LEAF: <u>COMPLAINT</u>, <u>EVIDENCE</u>, <u>COURT DISPOSITION</u>, <u>POLICE</u> <u>RECORD</u>, <u>VIOLATOR</u>, AND <u>COURT COMMUNICATION</u>.
      - (c) THE PRINTING UNDER 18 AND CHECKBOX LOCATED WITHIN THE DEFENDANT BOX.
      - (d) THE PRINTING OF THE WORDS <u>NO</u> <u>COURT APPEARANCE REQUIRED</u> 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 <u>CASE NO.</u> FIELD IN THE <u>COMPLAINT</u> 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) <u>DEFENDANT</u> BOX: (Last), (First), (M.I.) on the NAME LINE; (Street), (Apt.) on the ADDRESS LINE; and <u>STATE</u> on the DR. LIC. LINE.
  - (2) <u>VIOLATION</u> BOX: <u>NATURE OF OFFENSE</u>
  - (3) <u>COURT PLACE/DATE</u> BOX: <u>CITY</u> AND <u>ZIP</u>, 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 <u>COMPLAINT</u> 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.

à.

- (a) APPROPRIATE PRINTING ON THE BACK SIDE OF THE <u>POLICE RECORD</u> COPY IS OPTIONAL.
- (b) THE PRINTING ON THE BACK SIDE OF THE <u>COMPLAINT, EVIDENCE, COURT DISPOSITION, POLICE</u> <u>RECORD, VIOLATOR, AND COURT COMMUNICATION</u> 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.