


UNIFORM CIVIL CITATION

WITNESS
 RELATED CASE NO./ CITATION(S) 

District Court of Maryland for _____

_____ Address

County/Municipality/State of Maryland vs. Agency

Defendant's (Last) Name First Middle

Current Street Address Apt. No.

City County State Zip

DOB Height Weight Sex Race Hair Eyes

Telephone No. Day/Night: _____ E-mail: _____

Based on personal knowledge of the undersigned officer the attached affidavit, the Defendant is charged with _____

_____ at _____ Time AM PM on _____ / _____ / _____

at _____ Location of Offense

_____ County, MD in violation of: Md. Ann. Code Municipal Infraction/County Ordinance/Public Local Law/Local Code COMAR

Document/Article _____ Section _____ Sub Section _____ Paragraph _____

Each day a violation continues is a separate infraction subject to an additional citation.

I sign my name as a receipt of a copy of this Citation and not as an admission of guilt. I will comply with the requirements set forth in this Citation.

Defendant's Signature _____

INSTRUCTIONS

YOU MUST APPEAR IN COURT. A notice of trial date will be mailed to you.

YOU MAY PAY A FINE of \$ _____ (entire amount required) by _____ to the:

District Court. Payment of the fine will not close the case if abatement action is pending.

Agency/Municipality _____

at _____ Payment Location

and AVOID TRIAL. This will be deemed an admission of guilt and a trial date will not be set.

YOU MAY ELECT TO STAND TRIAL by sending your request in writing to the:

District Court

Agency/Municipality _____

in writing by _____ Date _____ at _____ Address _____

DO NOT SEND PAYMENT OF FINE. The District Court will mail you a notice of your trial date, time, and location. AT TRIAL the Court may impose a fine up to the maximum allowed by statute plus court costs.

IN ADDITION, _____ Agency/Municipality is seeking abatement of this infraction.

You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$1,000, plus court costs. Payment of the preset fine will not satisfy the abatement action and an order of abatement may still be entered against you.

- FAILING TO APPEAR OR PAY THE FINE MAY RESULT IN A WARRANT BEING ISSUED FOR YOUR ARREST.**
- FAILING TO PAY THE FINE OR REQUEST A TRIAL DATE:** will deem you liable for the fine assessed; the fine may be doubled and/or a judgment on affidavit may be entered against you including an order of abatement.
- FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE:** the fine may be doubled and a judgment on affidavit entered against you.

I solemnly affirm under the penalties of perjury, and based upon personal knowledge or the attached affidavit, that the contents of this citation are true and that I am competent to testify on these matters.

The Defendant is not now in the military service, as defined in the Servicemembers Civil Relief Act.

_____ Issuing Officer's Signature Officer's Printed Name Date

_____ Agency Sub-Agency I.D. No. Telephone

Front of Citation:

- Copy #1: Municipality/Court Copy
- Copy #2: Prosecutor's Copy
- Copy #3: Defendant's Copy
- Copy #4: Municipality's Copy
- Copy #5: Officer's Copy

Reverse of Citation:

- Copy #1: Witness List
- Copy #2: (Blank)
- Copy #3: Notice
- Copy #4: (Blank)
- Copy #5: Officer's Notes

Note to Law Enforcement: Remove this first copy of Citation before entering witness information.

**TO THE DISTRICT COURT:
PLEASE SUMMONS THE FOLLOWING WITNESSES**

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
DAY PHONE _____ ROOM # _____
NIGHT PHONE _____ APT. # _____
If Law Enforcement Agency _____ Sub-Agency _____ I.D. _____

Reverse of Part #1
Municipality/Court Copy

NOTICE TO DEFENDANT

Certain violations require that you **MUST APPEAR** for trial, while other violations give you the option to appear in court or to pay a preset fine.

IMPORTANT INFORMATION: It is your obligation to know your trial date and appear on that date. The Court will mail a courtesy notice to the name and address shown on the front of the citation. If your name or address on this citation is not correct you must in writing notify the Court or agency/municipality listed on the front of this citation of any changes. The Post Office does not forward Court mail. To request a foreign language interpreter or a reasonable accommodation under the Americans with Disabilities Act, please contact the court immediately. Possession and use of cell phones and other electronic devices may be limited or prohibited in designated areas of the court facility.

IF CITATION IS MARKED "YOU MUST APPEAR IN COURT . . ."

Appear on the date and at the court location indicated in the notice provided to you by the District Court. You may be represented by an attorney obtained at your own expense before the trial date. A trial will not be postponed to allow you to obtain an attorney. *Please read "Important Information" above.*

IF CITATION IS MARKED "YOU MAY ELECT TO STAND TRIAL . . ."

- Send a written notice of your intent to the name and address of the agency/municipality or court location, by the date listed, on the front of this citation. Indicate the citation number printed on the front of the citation under the bar code. *Please read "Important Information" above.*
- The Court will mail you a notice of your trial date and location.
- Appear on the date, time, and at the court location indicated in the notice provided to you by the District Court.
- **DO NOT SEND PAYMENT OF THE FINE.**

IF YOU ELECT TO PAY THE FINE

- Write a check or money order payable to the Court or agency/municipality listed on the front of the citation. Indicate the citation number printed on the front of the citation under the bar code.
- Send or deliver the payment to the payment location indicated on the front of this citation by the date specified.
- **DO NOT SEND CASH.**

IF YOU FAIL TO STAND TRIAL OR PAY THE FINE

- You may be arrested.
- The fine may be doubled up to \$1,000.
- A judgment on affidavit may be entered against you for the amount due and the costs of correcting conditions that caused the violation. If the fine remains unpaid for thirty (30) days following entry of judgment, the judgment may be enforceable the same as any other civil judgment.

IF ABATEMENT IS REQUESTED

The Court may order you to eliminate the condition causing the infraction or may direct the governmental agency to remove the condition and bill you for the costs. If the bill is not paid a judgment will be entered against you.

IF THIS IS A VIOLATION OF WASHINGTON SUBURBAN SANITARY COMMISSION REGULATIONS

In some circumstances, each day a violation continues may be considered a separate infraction subject to additional citations and fines.

IF CITATION IS FOR A VIOLATION OF CRIMINAL LAW §5-601 INVOLVING THE USE OR POSSESSION OF LESS THAN 10 GRAMS OF MARIJUANA

Prepayment of fine is allowed or you may request a trial date. The following exceptions apply:

You must appear for trial when summoned by the Court if:

- You were under 21 years of age on the violation date.
- You were 21 years of age or older and this is your third or subsequent violation.

Reverse of Part #3
Defendant's Copy

