

**INSTRUCTIONS TO OFFICER
DISTRIBUTION COPIES**

#1 - Court Copy To be mailed to the District Court
Traffic Processing Center within
24 hours issue

**#2 - Law Enforcement
Headquarters** To be retained by Law
Enforcement Headquarters

#3 - Officer's Copy To be retained by Officer

#4 - Return To Court Copy

- a) Must Appear Offense/Violator Arrested - To be given to
District Court Commissioner at
time of Intial Appearance hearing

- b) Must Appear Offense/No Arrest - To be mailed/delivered with
transmittal to District Court** in
the county where violation
occurred

- c) Payable Offense - To be given to violator along with #5 copy
as this copy contains **the options
to satisfy a payable citation**

#5 - Defendant's Copy To be given to violator at time of
issue, with the attached envelope

NOTE: You are making four copies, all of which must be legible.
The firm use of a ball point pen by the arresting officer is
recommended. The name of the violator should be printed.

IMPORTANT: This book is **not** to be used for non-moving local
parking violations.

Once assigned, the Complaint and Citation Book cannot be
Reassigned. Partially used books **MUST** be returned to the Motor
Vehicle Administration.

*For District Court addresses, visit the Judiciary website at:
www.mdcourts.gov/district

WRAPAROUND COVER

Printing on front flap
portion only. Stock weight
110# index, buff.
Size: width 5" x length 18"

STATE OF MARYLAND



**UNIFORM COMPLAINT AND
CITATION BOOK**

POLICE
DEPT. _____

DATE
RECEIVED _____

OFFICER _____

**FLY LEAF
(FRONT)**

Printing on front & back,
head to head. Stock
weight 90# index, green.

ARREST TYPE

- A - MARKED PATROL CAR
- B - UNMARKED PATROL CAR
- C - MARKED CAR, VASCAR
- D - UNMARKED CAR, VASCAR
- E - MARKED CAR, STATIONARY RADAR
- F - UNMARKED CAR, STATIONARY RADAR
- G - MARKED CAR, MOVING RADAR (STATIONARY)
- H - UNMARKED CAR, MOVING RADAR (STATIONARY)
- I - MARKED CAR, MOVING RADAR (MOVING)
- J - UNMARKED CAR, MOVING RADAR (MOVING)
- K - AIRCRAFT ASSIST
- L - MOTORCYCLE
- M - ADMINISTRATIVE
- O - FOOT PATROL
- P - MOUNTED PATROL
- Q - MARKED CAR, STATIONARY LASER
- R - UNMARKED CAR, STATIONARY LASER
- S - LICENSE PLACE RECOGNITION

RECIPROCITY STATES

Alabama.....	AL	Nebraska.....	NE
Arkansas.....	AR	New Hampshire.....	NH
Colorado.....	CO	New Jersey.....	NJ
Connecticut.....	CT	New Mexico.....	NM
Delaware.....	DE	New York.....	NY
District of Columbia.....	DC	North Carolina.....	NC
Florida.....	FL	North Dakota.....	ND
Georgia.....	GA	Ohio.....	OH
Illinois.....	IL	Oklahoma.....	OK
Indiana.....	IN	Pennsylvania.....	PA
Iowa.....	IA	Rhode Island.....	RI
Kansas.....	KS	South Carolina.....	SC
Kentucky.....	KY	South Dakota.....	SD
Louisiana.....	LA	Tennessee.....	TN
Maine.....	ME	Texas.....	TX
Maryland.....	MD	Utah.....	UT
Massachusetts.....	MA	Vermont.....	VT
Minnesota.....	MN	Virginia.....	VA
Mississippi.....	MS	West Virginia.....	WV
Missouri.....	MO	Wyoming.....	WY

**FLY LEAF
(BACK)**

TALLY

UNIFORM COMPLAINT and CITATION BOOK

POLICE DEPARTMENT _____

DATE _____

ISSUED TO _____

BOOK CANNOT BE REASSIGNED. PARTIALLY USED BOOKS MUST BE RETURNED TO M.V.A.

**THIS COPY TO BE RETAINED BY THE
POLICE DEPARTMENT**

THIS BOOK CONTAINS NUMBERS

• TO •

NO.	DATE ISSUED	TRIAL DATE	DATE CLOSED	REMARKS

TALLY SHEET
Printing on front only.
Stock weight 20#
index, white.