

UNIFORM CIVIL CITATION☐ WITNESS

Citation Number _____

☐ RELATED CASE # / 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 _____ ☐ AM ☐ PM on _____ / _____ / _____
Time Month Day Yearat _____
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 _____

and AVOID TRIAL. This will be deemed an admission of ^{Payment Location}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 _____ at _____

Date

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

You may be ordered to abate this infraction or be assessed the costs for the abatement, as well as a fine of up to \$5,000, 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;☐ you may be found guilty of a Code violation and the maximum fines, court costs, and administrative expenses can be imposed.☐ **FAILURE TO APPEAR FOR A REQUESTED TRIAL DATE:**☐ the fine may be doubled and a judgment on affidavit entered against you;☐ you may be found guilty of a Code violation and the maximum fines and costs can be imposed.

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 at the top. *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 at the top.
- 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 IN ACCORDANCE WITH THIS CITATION

- You may be arrested.
- The fine may be doubled up to \$5,000.
- You may be found guilty of a Code violation and the maximum fines and costs can be imposed.
- A judgment 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 30 days following entry of judgment, the judgment may be enforceable the same as any other civil judgment.
- It could be considered an admission of liability and may result in a default judgment including the civil penalty, court costs, and administrative expenses.

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 CANNABIS

- If you were under 21 years of age at the time of the infraction, you **MUST APPEAR** for a hearing.
- If you were 21 or over at the time of the infraction, you may prepay the fine, which is an admission of guilt (but will not affect your record in any way), or you may request a hearing.

Note: Prepayment of the fine is considered a guilty plea to a Code violation

Reverse of Part #3
Defendant's Copy

Effective 10.01

Effective 10.01.2025