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Chapter Trans 114

UNIFORM TRAFFIC CITATION

Trans 114.01 Purpose and scope.
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Trans 114.03 Prototype uniform traffic citation form use.
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Trans 114.06 Uniform traffic citation.
Trans 114.07 Use of uniform traffic citation.
Trans 114.08 Changes to the uniform traffic citation.

Note: Chapter Trans 114 was created as an emergency rule effective 5−1−89; chapter MVD 21 as it existed on December 31, 1989, was repealed and a new chapter Trans 114 was created effective 1−1−90.

Trans 114.01 Purpose and scope. As authorized by s. 345.11 (4), Stats., the purpose of this chapter is to establish a uniform traffic citation form and to provide a mechanism for field testing future revisions to the uniform traffic citation form as proposed by the council on uniformity of traffic citations and complaints.

History: Cr. Register, December, 1989, No. 408, eff. 1−1−90.

Trans 114.02 Definitions. The words and phrases defined in ss. 340.01 and 343.01, Stats., and ch. 345, Stats., have the same meaning in this chapter unless a different meaning is expressly provided or the context clearly indicates a different meaning. In this chapter:

(1) "Automated citation" means an automated uniform traffic citation described in s. 345.11 (2), Stats., created on a computer and printed on paper in the format prescribed by this chapter, rather than on a preprinted citation form.

(2) "Field test" means to utilize a prototype traffic citation form among a representative number of law enforcement jurisdictions that volunteer to field test it.

(3) "Prototype uniform traffic citation form" means a form created by the secretary's council on uniformity of traffic citations and complaints, which serves as a model for field testing and against which the secretary's council bases its recommendations for improvements when drafting the final version of the uniform traffic citation form.

(4) "Field test jurisdiction" means a law enforcement jurisdiction which volunteers to field test a prototype uniform traffic citation form.

History: Cr. Register, December, 1989, No. 408, eff. 1−1−90; CR 02−153: am. (intro.), renum. (1) to (3) to be (2) to (4) and am. (2), cr. (1) Register June 2003 No. 570, eff. 7−1−03.

Trans 114.03 Prototype uniform traffic citation form use. A prototype uniform traffic citation form may be used in field tests for the purpose of evaluating the changes authorized under s. 345.11, Stats., and to allow for input by affected parties toward the final design of the uniform traffic citation form. The prototype uniform traffic citation form will be used in lieu of the current traffic citation form in the field test jurisdictions during the field test. However, use of the prototype uniform traffic citation form does not invalidate the use of the current uniform traffic citation in the field test jurisdictions or in any other jurisdiction during the field test period.

History: Cr. Register, December, 1989, No. 408, eff. 1−1−90; CR 02−153: am. Register June 2003 No. 570, eff. 7−1−03; **CR 12−019: am. (title) Register September 2015 No. 717, eff. 10−1−15.**

Trans 114.04 Safeguards. To ensure the authenticity of documents and prevent fraud, the department may implement procedures designed to prevent duplication or fraudulent alteration of documents, including:

(1) Requiring control numbers appear on preprinted and automated citations.

(2) Issuing blocks of control numbers to designated law enforcement agencies, law enforcement officers, or specific computers, to be printed on automated citations.

(3) Auditing the use of citation forms and automated citation systems.

History: Cr. Register, December, 1989, No. 408, eff. 1−1−90; CR 02−153: r. and recr. Register June 2003 No. 570, eff. 7−1−03.

Trans 114.05 Field test findings. The department shall analyze the uniform traffic citation form field test findings and make recommendations for improvements to the council on uniformity of traffic citations and complaints.

History: Cr. Register, December, 1989, No. 408, eff. 1−1−90; CR 02−153: am. Register June 2003 No. 570, eff. 7−1−03.

Trans 114.06 Uniform traffic citation. (1) PREPRINTED UNIFORM TRAFFIC CITATIONS. The preprinted uniform traffic citation forms shall be a 4−page preprinted form distributed by the department, the pages of which shall conform to the following requirements:

(a) Each printed copy of the form shall contain a unique control number, determined by the department.

(b) The front side of each page of the uniform traffic citation shall be identical and shall be in the format set forth in figure 1.

(c) The reverse sides of each page shall differ according to use as follows:

1. Page one of the form is intended for use and filing by the court in which the citation is used. The reverse side of page one shall contain information needed by the court in the format set forth in figure 2.

2. Page 2 of the form is intended for eventual submission to the department. The reverse side of page 2 shall contain a report of court disposition in the format set forth in figure 3. The report shall be sent to the department within 5 days of the resolution of the case.

Note: s. 345.37 (5).

3. Page 3 of the form is intended for distribution to the person who is issued the citation. The reverse side of that page shall contain information for the person who was issued the citation in the format set forth in figure 4.

4. Page 4 of the form is intended for retention by the issuing agency. The reverse side of that page shall contain space for the issuing officer or agency to enter notes or other information, and shall be in the format set forth in figure 5.

(2) AUTOMATED UNIFORM TRAFFIC CITATION SYSTEMS. (a) A person who is issued an automated citation shall be served with a printed citation in the format set forth in figure 6. The citation shall be printed on 8.5 inch by 11 inch white paper and shall match the format and content requirements of figure 6 exactly. The citation shall include a unique control number assigned to the issuing agency, officer or computer by the department.

(b) The issuing agency shall supply data included on an automated citation to the clerk of court for the court before whom the person is required to appear. Data shall be provided in the format and within the timeframe required by that court.

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(c) Within 5 days of the resolution of the case, the clerk of courts shall transmit the data included on the automatic citation, together with information regarding the resolution of the case to the department in the format required by the department.

Note: s. 345.37 (5), Stats.

(d) An agency or court using an automated citation system shall maintain the data necessary to recreate a copy of the originally issued citation according to the agencies' or courts' records disposition policies.

(e) If a court is unable to transmit data related to electronic citations to the department through the use of automated systems, the court may send the information necessary to enter the citation and court disposition in the department's records to the department by other means, provided the information is submitted in the format required by the department.

Note: The Council on Uniformity of Traffic Citations and Complaints is adopting these rules to encourage the use of electronic citations because they find the electronic exchange of data to be efficient and cost effective.

History: Cr. Register, December, 1989, No. 408, eff. 1−1−90; emerg. r. and recr. eff. 7−16−90; r. and recr. Register, October, 1990, No. 418, eff. 11−1−90; CR 02−153: cr. (1) and (2) Register June 2003 No. 570, eff. 7−1−03; **CR 12−019: am. (2) (a) Register September 2015 No. 717, eff. 10−1−15.**

Trans 114.07 Use of uniform traffic citation. (1) USE OF OLD FORMS. Law enforcement agencies may use any of the uniform traffic citation forms that have been printed and are in use or storage, until stores of printed forms are consumed.

(2) NEWLY PRINTED FORMS. All uniform traffic citation forms printed after October 1, 2015, shall conform to the requirements of s. Trans 114.06.

(3) NOTICE OF COURT DATE REQUIRED ON COMPLETED CITATION. In addition to the information specified in s. 345.11 (2), Stats., the completed uniform traffic citation served on a defendant driver shall include the date and time at which the defendant driver is required to appear in court or by which the defendant driver must post deposit or bail for the offense or pay the forfeiture.

Note: At the time the Uniform Traffic Citation was initially created, different jurisdictions printed and used different forms. Use of those forms was prohibited and remains prohibited. Subsequent changes to the uniform traffic citation, however, are largely cosmetic and have been made for convenience of law enforcement, the courts and the Department. All uniform traffic citation forms provide the essential information needed by a defendant, the courts and DOT. Therefore, this chapter permits old stores of forms to be used as a cost−saving measure for law enforcement agencies. Using up old stores of forms also helps to prevent misuse of discarded forms.

History: Emerg. cr. eff. 7−16−90; cr. Register, October, 1990, No. 418, eff. 11−1−90; CR 02−153: am. (1), r. and recr. (2) Register June 2003 No. 570, eff. 7−1−03; **CR 12−019: cr. (1) (title), (2) (title), am. (2), cr. (3) Register September 2015 No. 717, eff. 10−1−15.**

Trans 114.08 Changes to the uniform traffic citation. (1) The secretary may change the citation content and format in this chapter without rule making in order to:

(a) Change the order of fields for data processing purposes.

(b) Make any change needed to conform the form to changes in state law.

(c) Make any content or format change on the reverse side of page one of the form requested by the director of state courts.

Note: The reverse side of page one of the form is shown in Figure 2 to this rule.

(d) Make any content or format change on the reverse side of page 4 of the form requested by law enforcement agencies.

Note: The reverse side of page one of the form is shown in Figure 5 to this rule.

(2) Any change made under this section shall be promptly reported to the council on uniformity of traffic citations and complaints.

Note: The Department adopts this provision as necessary to the implementation and operation of s. 345.11(4), Stats., at the recommendation of the Council on Uniformity of Traffic Citations and Complaints.

Conforming the traffic citation to changes in state law without rule making or to changing the form or content of the citation may be accomplished without rule making. s. 227.01(13)(j) and (q), Stats. The provisions of sub. (1)(c) and (d) should not be used by the Department to make substantive changes relating to the use of the Uniform Traffic Citation. Clearinghouse Rules 02−153 Comments, Wisconsin Legislative Council Rules Clearinghouse.

History: CR 02−153: cr. Register June 2003 No. 570, eff. 7−1−03.

Appearance Required __ No __ Yes 1 Date: _____ Y 818026 6

PLACE: __ Circuit __ Municipal Time: _____ ☐ am ☐ pm See back for court/point information

4 For Court Use Only
2 DEPOSIT BAIL Cash Card $ | 3 ESTIMATED Points for this Citation

Defendant
5 Non-Individual ☐ | Name (Last, First, MI) | Area Code - Telephone No. | 42 Agency Space
6 Street Address | Apartment No. | Post Office - City | State | Zip Code
7 Driver License Number/ID No. | State | Exp. Yr. | 8 HazMat No. | 9 US DOT No.
13 Birth Date | 14 Sex | Race | HT | WT | Hair | Eyes | 15 Holds CDL Yes No | 16 Vehicle Class/Endorsement Operated at Time of Offense A B C D M O F H N P S T
19 Vehicle License Plate or VIN | 20 Plate Type | 21 State | 22 Exp. Yr. | 23 Vehicle Year, Make | Type | Color | 24 Waiver Far Fir Rec

26 Plaintiff
1 State of WI | 2 County | 3 City | 4 Village | 5 Town | 27 Defendant Violated Ordin. No. | 28 Adopting State Statute No.

29 Description of Violation
30 Overweight | 31 Actual | Legal | Over | M P H | 32 Violation Zone: Const. Railroad School Utility
34 Week Day | 35 Month - Day - Year | 36 Time | AM PM | 37 County Name | 38 CVT Code
39 On Hwy | Street Name | 40 Estimated | Ft Mi | N W E S | 41 From/At Hwy | Street Name
43 Print Officer Name | 44 Dept. | 45 Officer ID No. | 46 Date Citation Served | 47 Accident Doc. No.
49 Passenger Under 16: Yes No | Method By Mail In Person | Seventy Fatal PI PD

Wisconsin Uniform Citation
MV4016 1/2010 (2) s. 345.11 Wis. Stats.

Y 818026 6
To show placement of sequential number.

FIGURE 1

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COURT RECORD 1 | 2 Date Filed | 3 JUDGE | 4 Judge Code

☐ Traffic ☐ Non-Traffic ☐ Criminal

DEFENDANT 5

☐ Appeared ☐ Default
☐ By Attorney ☐ Warrant Issued - Date _____
☐ Plea By Mail ☐ Warrant Fee Assessed $ _____
☐ Failed to Appear

☐ Prosecutor _____ 6
☐ Defense Attorney _____

BOND: ☐ Signature 7 $ _____ ☐ License
☐ Credit Card Type _____ ☐ Bond Card
☐ Cash / CK / MO $ _____ ☐ Not Required

TYPE OF PROCEEDING 8	DATE	TIME - COMMENTS
☐ Initial Appearance		
☐ Scheduling Conference		
☐ Pre-trial		
☐ Motions		
☐ Court Trial		
☐ Jury Trial ( )		
☐		

17 **DOCKET INFORMATION**

9 **PLEA:** ☐ Guilty ☐ No Contest ☐ Not Guilty

10 **FINDING:** ☐ Guilty ☐ Not Guilty ☐ Dismissed

11 **AMENDED CHARGE:** Statute Number _____
Describe Charge

12 **DISPOSITION:**

☐ Assessment Ordered
☐ Co. Jail / H.O.C. ..... for ___ Day / Mo. / Yr.
☐ License Susp / Rev ..... for ___ Day / Mo. / Yr.
☐ Fine / Forfeiture pay within ___ Day / Mo. / Yr.
OR
☐ License Susp / Rev ..... for ___ Day / Mo. / Yr.
OR
☐ County Jail/H.O.C..... for ___ Day / Mo. / Yr.
OR
☐ Community Service ..... for ___ Hrs. / Days
OR
☐ Indigent Hearing..... on _____

	13 $
Fine/Forfeiture	
Penalty Assessment	
Dr. Imp. Surcharge	
Crime Lab / Drug Fee	
Jail Assessment	
Justice Information Fee	
Witness Fee	
Court Support Service Fee	
Court Costs	
TOTAL	$

14 Date Disposed | 15 Judge At Disposition | ☐ Circuit ☐ Municipal ☐ Juvenile | 16 Code

18 Disposition Code | 19 Sentence Code | 20 Classification At Disposition If Changed

FIGURE 2

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REPORT OF COURT DISPOSITION

Date of Adjudication 50	For DMV Use Only

51 **COURT TYPE**

- [1] Municipal
- [2] Circuit
- [3] Tribal Council

Court Branch	Adjudicating Court Code	Judge Code
52	53	54

55 **AMENDED CHARGE**

1 Amended Statute Number _____

2 Describe Amended Charge _____

_____

Speed amended to _____mph over

Weight amended to_____Lbs. over

57 **ADJUDICATION**

- [1] Guilty
- [4] Not Guilty
- [2] Dismissed
- [5] Withdrawn

DESCRIBE OTHER DISPOSITION

61 [ ] Vacate Refusal

63 [ ] Driver License Suspension 64 _____
Note: Suspension for failure to pay forfeiture must be reported on form MV3029, Court Order Of Suspension.

65 [ ] Driver License Revocation 66 _____

[D] Days
[M] Months
[Y] Years

67 Driver License Suspension/Revocation

- [ ] 1. Consecutive to any outstanding Suspension/Revocation
- [ ] 3. Date of Notification by DOT _____
- [ ] 4. Date of Application _____
- [ ] 5. Consecutive after Application _____
- [ ] 7. Effective Date _____

68 [ ] Driver License Ignition Interlock Restriction

Begin Date
End Date - If other than the end of the revocation period

FIGURE 3

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INSTRUCTIONS – READ CAREFULLY

- - - - - COURT APPEARANCE REQUIRED - - - - -

(See other side) If your citation is checked "yes" following "Appearance Required", you MUST appear in court. The "Court Appearance Not Required" instructions do not apply to you.

- - - - COURT APPEARANCE NOT REQUIRED - - - -

(See other side)

•**If you wish to dispute the citation**, you must either appear in court or enter a "not guilty" plea by mail prior to your court date. Please include a photocopy of your ticket and your correct mailing address OR your correct name and mailing address, citation number, court appearance date listed on the citation, offense, and arresting police agency. These should be mailed to the court address written under **"**You Are Notified To Appear**"** on the other side. You may demand a jury trial, rather than a trial before a judge, but must make that demand in writing and pay the proper fee within 10 days of entering a not guilty fee. Make check payable to the Clerk of Court and forward it to address shown on the reverse side. Jury demands in Municipal Court can only be made for intoxicated driving charges.

•**If you do not wish to dispute the citation,** simply mail in the "deposit" amount indicated on the other side of the citation by your court date. You must include a photocopy of your citation OR your correct name and address, citation number, court appearance date listed on the citation, offense and arresting police agency. Make your check payable to the Clerk of Court and mail it to the court address written under "You Are Notified To Appear" on the other side. You do not need to appear. The court will find you guilty and keep the "deposit" amount as payment for your citation.

•**If you do nothing,** the court may issue a warrant for your arrest, or may find you guilty and suspend your driver license if you fail to pay your fine.

DEMERIT POINT, SUSPENSION & REVOCATION INFORMATION - This charge may result in demerit points assessed against you. Accumulating 12 or more points within 12 consecutive months will be cause for suspending your driving privileges. **If you have a probationary license, points for the second and subsequent convictions may be doubled.** Depending on the circumstances and charge, conviction may result in revocation or suspension of your driving privileges. Traffic Safety School may be used to reduce points. For more information, contact the Division of Motor Vehicles (DMV).

If you have a disability and need help in court, please contact the Clerk of Court's office listed on the reverse side of this form.

FIGURE 4

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POLICE RECORD

49 Date of Disposition	51 Finding ☐ Guilty ☐ Default ☐ Not Guilty ☐ Dismissed	☐ Withdrawn ☐ Fine ☐ Forfeiture $
50 Plea ☐ Guilty ☐ No Contest ☐ Not Guilty		
52 Driver License Action: 53 D.L. Suspension/Revocation_____		☐ Days ☐ Months ☐ Years
54 Court Officer	55 Comments	

Sentence/Amendment

56 Incident Report (**Remove this page from book before completing**)

Highway	57	Divided	Not Divided	Lanes:					
Weather	58	Clear	Rain	Snow	Fog	Cloudy			
Road	59	Dry	Wet	Slippery	Loose Material				
Light	60	Dawn	Day	Dusk	Night	**Traffic**	61	Light	Med.	Heavy

FIGURE 5

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You Are Notified to Appear Date Time
Appearance Required:

Form No. and Version CTL CITATION NO.
MV4017 0310
Estimated Points DEPOSIT Cash - Card
Court Use

Defendant (Last Name, First, Middle), Street Address, P.O. Box, City, State, Zip Birth Date Sex Race

Telephone Number HT WT lbs Hair Eyes

Driver License/Identification Card Number State Exp. Yr.
OPERATING AS:
License Plate Number Plate Type State Exp. Yr. Vehicle Class Vehicle Endorsements
Vehicle Identification Number US DOT No. Hazmat No. Holds CDL CDL Waiver
Vehicle Year Make Type Color

Plaintiff Ordinance Violated Adopting State Statute
Violation Description BAC Overweight Agency Space
Week Day Date Time Actual Speed Legal Over
County City/Village/Town
ON Hwy No. and/or Street Name Estimate Distance
From/AT Hwy No. and/or Street Name GPS Coordinates
Minor Passenger

Officer Name Zone: RR - Utility - School - Const Accident Severity
Officer ID Department Date Citation Served, Method

INSTRUCTIONS - READ CAREFULLY

COURT APPEARANCE REQUIRED - If your citation is checked "yes" following "Appearance Required," you MUST appear in court. The "Court Appearance Not Required" instructions do not apply to you.

COURT APPEARANCE NOT REQUIRED - IF YOU WISH TO DISPUTE THE CITATION, you must either appear in court or enter a "not guilty" plea by mail prior to your court date. Please include a photocopy of your ticket and your correct mailing address OR your correct name and mailing address, citation number, court appearance date listed on the citation, offense, and arresting police agency. These should be mailed to the court address.

Your trial will be before a judge, unless you demand a jury trial in writing within 10 days of the court date on your citation and enclose the proper fee. Make check payable to the Clerk of Court and forward it to the address shown above. Jury demands in Municipal court can only be made for intoxicated driving charges.

If you have a disability and need help in court, please contact the above Clerk of Court's office.

WISCONSIN UNIFORM CITATION
T331 3/2010 WDOT s345.11 Wis. Stats

IF YOU DO NOT WISH TO DISPUTE THE CITATION, mail the "deposit" amount, by your court date, with a photocopy of your citation OR your correct name and address, citation number, court appearance date listed on the citation, offense and arresting police agency.

Make check payable to the Clerk of Court and mail it to the court address. You do not need to appear. The court will find you guilty and keep the "deposit" amount as payment for your citation.

IF YOU DO NOTHING, the court may issue a warrant for your arrest, or may find you guilty and suspend your driver license if you fail to pay your fine.

DEMERIT POINT, SUSPENSION AND REVOCATION INFORMATION - This charge may result in demerit points assessed against you. Accumulating 12 or more points within 12 consecutive months will be cause for suspending your driving privileges. If you have a probationary license, points for the second and subsequent convictions may be doubled. Depending on the circumstances and charge, conviction may result in a suspension or revocation of your driving privileges.

Attending Traffic Safety School prior to conviction may be used to reduce points. For more information, contact the DMV.

FIGURE 6