



TO: Criminal Citation Form and Notice of Infraction Form Users

FROM: Judge Kevin Ringus, Chair
Uniform Infraction/Citation Committee (UICC)

DATE: December 21, 2022

RE: Mandatory Use of New Criminal Citation and Notice of Infraction Forms
on January 1, 2023

This memo was sent to the District and Municipal Court Judges' Association, District and Municipal Court Management Association, Courts of Limited Jurisdiction Site Coordinators, Washington Association of Sheriffs & Police Chiefs, and InfractionCitationForms listservs.

Mandatory Use of New Forms on January 1, 2023

On January 1, 2023, at midnight, the new statewide criminal citation and notice of infraction forms will be mandatory use. There is no phaseout period to use up old paper stock after that date and time.

The Administrative Office of the Courts' Uniform Infraction/Citation Committee (UICC) prescribes the statewide forms. See the Supreme Court of Washington ("Supreme Court") rules [CrRLJ 2.1\(b\)\(1\)](#) and [IRLJ 2.1\(a\)](#). Jurisdictions may choose to use either the statewide paper or electronic, SECTOR application forms. In addition, in lieu of the statewide notice of infraction form, a local notice of infraction form can be used for parking, standing, or stopping and photo-enforced infractions as long as those forms are approved by the Administrative Office of the Courts (AOC). See [IRLJ 2.1\(a\)](#). Only court site coordinators, court administrators, court clerks, and other authorized court staff can submit local forms through the eService Center (Freshdesk application) for review and approval by the AOC.

On November 3, 2022, the UICC announced the release of the January 2023 versions of the paper, statewide criminal citation and notice of infraction forms. On December 14, 2022, a new version of the SECTOR application was released, which will allow those users who have updated their devices to the new version to access the updated forms on January 1, 2023.

Agencies interested in using the SECTOR application to issue criminal citations and notice of traffic or non-traffic infractions should contact sectoradmin@wsp.wa.gov for more information. Agencies interested in using the SECTOR application to issue parking, standing, and stopping notice of infractions can be added to a waitlist maintained by the AOC. Agencies should route their waitlist requests through the courts in which they file their parking, standing, and stopping notice of infractions. After the courts receive the waitlist requests, those requests should be forwarded to the AOC through the eService Center (Freshdesk application) by the court site coordinators, court administrators, court clerks, or other authorized staff.

Newly Adopted Infraction Court Rules

On November 30, 2022, the Supreme Court adopted new and amended infraction court rules that go into effect on January 1, 2023. For more information, see https://www.courts.wa.gov/court_rule_related_orders/orders/25700-A-1482.pdf.

Summary of Changes for the SECTOR Application Forms

(Note: The changes to the paper, statewide forms are summarized in the November 2022 update. Please see the “Access to Updates and Additional Information” section below to learn how to access previous updates.)

SECTOR Application Criminal Citation Forms

The more significant changes to the criminal citation forms are summarized below:

- a. Moved court contact, court appearance, and notice information to the top of form.**
Reason: We moved court contact, court appearance, and notice information to the top of the form to increase the visibility of this information and to reduce the likelihood of inadvertently missed court appearances.
- b. Added a field for “DUI PHYS-C # PASS < AGE 16.”**
Reason: [Laws of 2020, ch. 330](#) (3SHB 1504—Impaired Driving—Various Provisions) took effect on January 1, 2022, which enhanced penalties and extended ignition interlock requirements based on the number of passengers under the age of sixteen in the vehicle for violations of [RCW 46.61.502](#) (driving under the influence) and [RCW 46.61.504](#) (physical control of a vehicle under the influence).
- c. Moved the “BAC” field next to the “DUI PHYS-C # PASS < AGE 16” field.**
Reason: We moved the “BAC” field next to a topically-related field.
- d. Changed the name of the field from “16+ PASS” to “16+ BUS.”**
Reason: We better differentiated the “16+ PASS” field (used to indicate that the vehicle driven can carry 16 or more persons) from the “DUI PHYS-C # PASS < AGE 16” field.
- e. Added a field for “TCN.”**
Reason: PCN (state criminal process control number), if known, is currently required by Supreme Court rule ([CrRLJ 2.1\(b\)\(3\)\(ii\)](#)) to be on the criminal citation form. TCN, a fingerprint transaction control number, has replaced PCN as an identifier.
- f. Added a field for “Ethnicity.”**
Reason: Ethnicity is currently entered in the “RACE” field, and we created a separate field for ethnicity to properly characterize data on the form.
- g. Removed “If RCW Listed on the Front Appears Below Please Read” or “If RCW Listed Appears Below Please Read” sections.**
Reason: We removed information not required on the form.

SECTOR Application Notice of Infraction Forms

The more significant changes to the notice of infraction forms are summarized below:

- a. Moved court contact, response options, and notice information to the top of form.**
Reason: We moved court contact, response options, and notice information to the top of the form to increase the visibility of this information and to increase the likelihood of timely responses.

- b. Added a “Payment Plan” response option, replacing previous payment plan language. Updated other response options language and notice language.**
Reason: [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions), is effective on January 1, 2023. Section 1(2)(e)(ii) amends [RCW 46.63.060](#) and adds an additional response option. Language in the mitigation hearing, contested hearing, and notice sections were updated to comply with the [Laws of 2021, ch. 240](#) and to better match existing law.
- c. Changed the number of days to respond to 30/33 days.**
Reason: [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions), is effective on January 1, 2023. Section 1(2)(h), amends [RCW 46.63.060](#) and increases the time to respond to a notice of traffic infraction to 30 days. The [newly adopted Supreme Court infraction court rules](#) increases the time to respond for all infraction types to “within 30 days of the date the notice [of infraction] is personally served” or “within 33 days of the date the notice is mailed” “if the notice is served by mail.” See IRLJ 2.1(b)(5) (version effective January 1, 2023).
- d. Changed “Ticket Served on Violator” to “Ticket Served on Violator/Vehicle.”**
Reason: Supreme Court rule ([IRLJ 2.2\(c\)\(2\)](#)) allows service by “affixing to a vehicle in a conspicuous place the notice of a traffic infraction if it alleges the violation of a parking, standing, or stopping statute.”
- e. Changed the name of the field from “16+ PASS” to “16+ BUS.”**
Reason: We changed the name of the field for consistency with the criminal citation form, where we better differentiated the “16+ PASS” field (used to indicate that the vehicle driven can carry 16 or more persons) from the “DUI PHYS-C # PASS < AGE 16” field.
- f. Added field for “Ethnicity.”**
Reason: Ethnicity is currently entered in the “RACE” field, and we created a separate field for ethnicity to properly characterize data on the form.

Form Templates, Requirements Checklists, and Print Vendor Information

Statewide paper form templates, and local parking and photo-enforced requirements checklists are available from several sources:

- **Court Users with RACF ID’s (e.g., judges, commissioners, court administrators, site coordinators, court clerks, etc.):**
Inside Courts website.
Menu Path: Inside Courts>Home>Legal Resources>Infraction/Citation Forms
- **Law Enforcement Agencies:** Members of the Washington Association of Sheriffs & Police Chiefs (WASPC) received the form templates and requirements checklists through the WASPC listserv in November 2022.
- **All Others:** Contact infraction.citation@courts.wa.gov.

Agencies may use any print vendor for their paper, form booklets. However, one option is the Washington State Printer, which is part of the Washington State Department of Enterprise Services, and they can be reached at printing@des.wa.gov or (360) 664-4343.

Access to Updates and Additional Information

You may sign up to receive email notifications about notice of infraction and criminal citation form updates at the following link: [Washington State Courts - Notification Services](#). You must

first sign up for an account by providing your email address. Then, return to the link, click “update an existing subscription,” and then add “infraction and citation forms updates.”

Previous and current updates are also available at the following eService Answer links:

- for court staff [Criminal Citation and Notice of Infraction Form Updates](#) and
- for the public [Criminal Citation and Notice of Infraction Form Updates](#).

Court staff should route questions through their site coordinators, court administrators, or court clerks for submission through the eService Center (Freshdesk application). Other inquiries may be sent to infraction.citation@courts.wa.gov.

Special Thanks

In July 2021, the Uniform Infraction/Citation Committee (UICC) began working on implementing the changes required by the [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions) and other form changes requested by stakeholders. While the implementation process involved all members of the UICC, our partner agencies and stakeholder groups also provided significant contributions to this effort.

UICC Members

Maili Barber, Washington State Association of Municipal Attorneys
Brian Flaherty, Washington Defender Association
Samantha Gouveia, Washington Association of Prosecuting Attorneys
Tania Johnson, WSP SECTOR Operations Management Team
Magistrate Judge Mary Lynch, Municipalities/Cities over 400,000 in population
Obdulia Mishra, District and Municipal Court Management Association
Debbie Peterman, WSP SECTOR Operations Management Team
Chief Erik Scairpon, Washington Association of Sheriffs & Police Chiefs
Lieutenant Courtney Stewart, Washington State Patrol (WSP)
Carla Weaver, Department of Licensing (DOL)
Judge Karl Williams, District and Municipal Court Judges’ Association (DMCJA)
Mickey Zitkovitch, District and Municipal Court Management Association

AOC Committee Staff

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Partner Agencies and Groups

AOC, DOL, DMCJA Rules Committee, Electronic Traffic Information Processing (eTRIP) Committee, Spokane Justice Task Force, WSP, WSP SECTOR Support Team

I appreciate all of the time and dedication put into this project by the UICC members and staff, AOC participants, and all the contributors from our partner agencies and stakeholder groups. I also appreciate the patience displayed by AOC Committee Staff Ashley Tam as she worked through each and every detail necessary for this implementation.

Please share this memo with other individuals who may be impacted by these form changes. Thank you.