



**TO:** Criminal Citation and Notice of Infraction Form Users

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

**DATE:** November 3, 2022

**RE:** Release of the January 2023 Statewide Criminal Citation and Notice of Infraction Form Templates (Paper Version) and Local Parking and Photo-Enforced Requirements Checklists

*The memo, form templates, and requirements checklists were provided to listservs associated with the District and Municipal Court Judges' Association, District and Municipal Court Management Association, Courts of Limited Jurisdiction Site Coordinators, and Washington Association of Sheriffs & Police Chiefs.*

*However, only the memo was provided to the InfractionCitationForms listserv with instructions below about how to access the form templates and requirements checklists.*

The Administrative Office of the Courts' Uniform Infraction/Citation Committee (UICC) is excited to announce the release of the January 2023 statewide criminal citation and notice of infraction (paper version) form templates. The electronic versions of these statewide forms (via the SECTOR application) will also be updated, but are not yet released. Supreme Court rules ([CrRLJ 2.1\(b\)\(1\)](#) and [IRLJ 2.1\(a\)](#)) require that Administrative Office of the Courts (AOC) prescribe these forms, and they are presumed valid.

The UICC appreciates your patience as we have navigated challenges, such as resource constraints, complexity of changes, and proposed rule amendments, of which we await final decisions by the Supreme Court. The forms comply with the law as of January 1, 2023.

The AOC is also releasing updated requirements checklists for local parking and photo-enforced notice of infraction forms. The updated checklists apply to forms used on or after January 1, 2023. Local parking and photo-enforced notice of infraction forms must be approved by the AOC before use as required by [IRLJ 2.1\(a\)](#).

### Statewide Criminal Citation Forms

Jurisdictions are allowed to phase out the use of old form stock until December 31, 2022. ***The new statewide criminal citation forms are mandatory use beginning on January 1, 2023.***

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

**a. Added 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).

- b. Shortened “BAC READING” field to “BAC.”  
Moved next to the “DUI PHYS-C # PASS < AGE 16” field.**

Reason: We eliminated the inconsistency in the name of the field on the paper and electronic forms. We moved the “BAC” field next to a topically-related field.

- c. Changed “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.

- d. Added 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 (transaction control number) has replaced PCN as an identifier.

- e. 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 provided on the form.

- f. Removed the “If RCW Listed on Front Appears Below Please Read” section.  
Replaced with the “Instructions on How to Appear In and Contact the Court” section.**

Reason: We removed information not required on the form and repurposed the space to allow courts to provide instructions on how to appear in and contact the court.

#### Statewide Notice of Infraction Forms

***Jurisdictions are required to switch to the new statewide notice of infraction forms on January 1, 2023 due to the significant nature of the legislatively required changes. No phase-out period will be allowed to use up old form stock.***

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

- a. Added a “Payment Plan” response option.  
Removed other payment plan 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 changes the options for response.

- b. Changed the number of days 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 response time to 30 days. While [RCW 46.63.060](#) only applies to traffic infractions, the UICC applied the response time to all infraction types for uniformity. The UICC interprets the 15 days to respond in law for other infraction types as a minimum timeframe. Three days to respond is added if the notice of infraction is served by mail as currently provided for in Supreme Court rule ([IRLJ 2.1\(5\)](#)), increasing the time to respond to 33 days under those circumstances.

**c. Updated other language on Part 3 – Back, including in the mitigation and contested hearing options.**

Reason: [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions), is effective on January 1, 2023. Also, other language was updated to better match existing law.

**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 “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 provided on the form.

Local Parking and Photo-Enforced Notice of Infractions Forms

***Jurisdictions should prepare to switch forms on January 1, 2023. No phase-out period will be allowed to use up old form stock.***

Like the statewide notice of infraction forms, the local parking and photo-enforced notice of infraction forms are impacted by [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions). Local parking and photo-enforced notice of infraction forms will need to be updated to comply with the requirements checklists. The updated checklists apply to forms used on or after January 1, 2023. Local parking and photo-enforced notice of infraction forms must be approved by the AOC before use as required by [IRLJ 2.1\(a\)](#). Only court site coordinators, court administrators, court clerks, and other authorized court staff are able to submit those forms through the eService Center (Freshdesk application) for review and approval by the AOC.

Form Templates and Parking/Photo-Enforced Requirements Checklists

If you received this memo without the form templates or requirements checklists, they 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) will receive the form templates and requirements checklists through the WASPC listserv.

## Criminal Citation, Infraction, and Parking and Photo-Enforced Forms Updates

November 3, 2022

Page 4 of 4

- **All Others:**

Contact: [infraction.citation@courts.wa.gov](mailto:infraction.citation@courts.wa.gov).

### Print Vendors

The AOC does not maintain a list for print vendors. You may use any vendor capable of producing the 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](mailto:printing@des.wa.gov) or (360) 664-4343.

### Future Updates

You may sign up to receive email notifications about infraction and citation form updates at the following link: <https://www.courts.wa.gov/notifications/>. 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.”

The email updates are also available at:

<https://info.courts.wa.gov/support/solutions/articles/72000578456-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](mailto:infraction.citation@courts.wa.gov).

Please share this information with individuals who may be impacted by these changes.

Thank you.