



TO: Criminal Citation and Notice of Infraction Form Users

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

DATE: January 14, 2022

RE: Upcoming Changes to Statewide Criminal Citation and Notice of Infraction Forms, and Local Parking and Photo-Enforced Notice of Infraction Forms

Statewide Criminal Citation Forms

The Uniform Infraction/Citation Committee (UICC) plans to release updated paper and SECTOR statewide criminal citation forms during the first quarter of 2022. The new forms will incorporate changes to improve the form and to facilitate the transmission of required data to the courts and the Department of Licensing (DOL). This will assist with implementing sections of the [Laws of 2020, ch. 330 \(3SHB 1504—Impaired Driving—Various Provisions\)](#) that became effective on January 1, 2022. Specifically, Section 15(6), amending [RCW 46.61.5055](#), enhances penalties and extends 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). A new field will be added to the statewide criminal citation forms to capture this information when the forms are updated. However, in the meantime, law enforcement may wish to report this information in the following manner:

On the paper CRIMINAL CITATION – PART 1 – FACE (court copy) and CRIMINAL CITATION – PART 3 – FACE (defendant copy), handwrite or add a sticker with the language “DUI/PHYS-C, # of Passengers<Age 16:” as indicated below. Law enforcement officers may then note the number of passengers when applicable.

DID THEN AND THERE COMMIT EACH OF THE FOLLOWING OFFENSES									
#1 VIOLATION/STATUTE CODE					<input type="checkbox"/> DV				
DUI/PHYS-C, # of Passengers<Age 16:									
#2 VIOLATION/STATUTE CODE					<input type="checkbox"/> DV				
DUI/PHYS-C, # of Passengers<Age 16:									
MANDATORY COURT APPEARANCE									
APPEARANCE DATE	MO.	DY.	YR.	TIME	A.M. P.M.	RELATED #	DATE ISSUED		
<input type="checkbox"/> Served on Violator <input type="checkbox"/> Referred to Prosecutor <input type="checkbox"/> Booked					I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF WASHINGTON THAT I HAVE ISSUED THIS ON THE DATE AND AT THE LOCATION ABOVE, AND I HAVE PROBABLE CAUSE TO BELIEVE THE ABOVE NAMED PERSON COMMITTED THE ABOVE OFFENSE(S). OFFICER # _____ OFFICER # _____				

On the SECTOR criminal citation form, for [RCW 46.61.502](#) (driving under the influence) or [RCW 46.61.504](#) (physical control of a vehicle under the influence) violations, law enforcement officers may wish to add similar language to “DUI/PHYS-C, # of Passengers<Age 16:” and note the number of passengers in the “Officer Notes” field for the violation. The “Officer Notes” will print out in the “Did then and there commit each of the following offenses” section.

DID THEN AND THERE COMMIT EACH OF THE FOLLOWING OFFENSES		
1. VIOLATION/STATUTE CODE	<input type="checkbox"/> D V	
2. VIOLATION/STATUTE CODE	<input type="checkbox"/> D V	
3. VIOLATION/STATUTE CODE	<input type="checkbox"/> D V	
4. VIOLATION/STATUTE CODE	<input type="checkbox"/> D V	
5. VIOLATION/STATUTE CODE	<input type="checkbox"/> D V	

After the release of the new criminal citation forms, jurisdictions will be allowed to phase out the use of the old forms until December 31, 2022. **The new statewide criminal citation forms will become mandatory use on January 1, 2023.**

Statewide Notice of Infraction Forms

The UICC is also currently working on updating the statewide notice of infraction forms in order to improve the forms and comply with the provisions in the [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions), which become effective on January 1, 2023. **Jurisdictions will be 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.**

Local Parking and Photo-Enforced Notice of Infractions Forms

The changes from the [Laws of 2021, ch. 240](#) (ESSB 5226—concerning the suspension of licenses for traffic infractions), impacting the statewide notice of infraction forms, also impact the local parking and photo-enforced notice of infraction forms used by jurisdictions. In 2022, the Administrative Office of the Courts (AOC) will release new requirements for those forms, which will become effective on January 1, 2023. Jurisdictions that use local parking and photo-enforced notice of infraction forms will need to update their forms to comply with those new requirements and then submit them to AOC for approval through the eService Center. AOC approval is required by Supreme Court rule ([IRLJ 2.1](#)). Jurisdictions should be prepared to switch to the new forms on January 1, 2023. **No phase-out period will be allowed to use up old form stock.**

Future Updates

AOC will provide as much advance notice as possible about the changes to the forms and will send more information to form users in early 2022. You may sign up to receive email notifications about “Infraction and Citation Form Updates” (under “Other Notification Services”) at the following link: <https://www.courts.wa.gov/notifications/>. Court staff can also access updates about form changes through eService Answer 2558 on Inside Courts.

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

We would appreciate your assistance in sharing this information with individuals who may be impacted by these changes. Thank you.