



COMMONWEALTH OF PENNSYLVANIA

CITATION NO.

NON-TRAFFIC CITATION

Magisterial District Court		Docket Number		Social Security Number		Incident / CAD / Case Number			
Address of Magisterial District Court				City, State, Zip					
Defendant's First Name		Middle Name		Last Name		Suffix	Driver's Number		State
Defendant's Street Address				City		State		Zip Code	
Race -		Ethnicity -		Sex	Date of Birth	Resident Status -		Case Instituted by -	
Juvenile? -	Parents Notified? -	Parent First Name		Parent Last Name		Date Notified		Time Notified	
Charge							Pa. Code		Statute/Ordinance
Nature of Offense							Section		Subsection
							FINE		\$
							COSTS		\$
							J.C.P./A.T.J./ C.J.E.A./O.A.G.		\$ 40.25
							Total Due		\$
							Offense Date	Time	Day
							Lab Services Req -		Offense Code
Property Record No.			Systems Code						
County	County Code	Twp-Boro-City		Code	Zone	Initial Report	Attn LCE	Military Service	
Location									
Defendant's Signature - Acknowledges Receipt of Citation					Date		Filed on Info. Received -		
I verify that the facts set forth in this citation are true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Code (18 Pa.C.S. § 4904) relating to unsworn falsification to authorities. I certify this filing complies with the UJS Case Records Public Access Policy.									
OFFICER'S SIGNATURE					Officer ID No.	Badge No.	ORI Number	Phone Number	
Station Address									
THIS CITATION HAS BEEN ISSUED/FILED BY A MEMBER OF THE									
Victim's First Name		Middle Name		Last Name		Suffix	Date of Birth		Sex
Victim's Address (Street, City, State, Zip)				Phone Number		Race -		Ethnicity -	
Confidential Information Section									
Remarks/Subpoena List									



COMMONWEALTH OF PENNSYLVANIA
NON-TRAFFIC CITATION/SUMMONS

CITATION NO.

Magisterial District Court		Docket Number		Social Security Number		Incident / CAD / Case Number			
Address of Magisterial District Court				City, State, Zip					
Defendant's First Name		Middle Name		Last Name		Suffix	Driver's Number		State
Defendant's Street Address				City		State		Zip Code	
Race -		Ethnicity -		Sex	Date of Birth	Resident Status -		Case Instituted by -	
Juvenile? -	Parents Notified? -	Parent First Name		Parent Last Name		Date Notified		Time Notified	
Charge							Pa. Code		Statute/Ordinance
Nature of Offense							Section		Subsection
							FINE		\$
							COSTS		\$
							J.C.P./A.T.J./ C.J.E.A./O.A.G.		\$ 40.25
							Total Due		\$
							Offense Date	Time	Day
							Lab Services Req -		Offense Code
Property Record No.				Systems Code					
County	County Code	Twp-Boro-City		Code	Zone	Initial Report	Attn LCE	Military Service	
Location									
Defendant's Signature - Acknowledges Receipt of Citation					Date			Filed on Info. Received -	
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Station Address									
THIS CITATION HAS BEEN ISSUED/FILED BY A MEMBER OF THE									
Victim's First Name		Middle Name		Last Name		Suffix	Date of Birth		Sex
				Race -			Ethnicity -		
Confidential Information Section									
Remarks/Subpoena List									

RIGHTS AND OBLIGATIONS

1. The original of this non-traffic citation/summons will be filed before the MAGISTERIAL DISTRICT JUDGE WHOSE ADDRESS IS LISTED on the citation/summons.
2. Within TEN (10) days of the issuance or receipt of this citation/summons, you must:
 - a. PLEAD NOT GUILTY by signing your name on Line (a) of the mail-in portion of this citation/summons and returning it to the Magisterial District Court shown on the citation/summons together with your collateral in an amount equal to the Total Due as specified, or if the Total Due is not specified, by forwarding the sum of **\$50.00** as collateral for your appearance at trial.

OR

 - b. PLEAD NOT GUILTY by appearing before the proper Magisterial District Judge and posting such collateral for your appearance as the Magisterial District Judge shall require. If you cannot afford to pay the Total Due as specified, or the **\$50.00** collateral, you must appear before the proper Magisterial District Judge to enter a plea.

OR

 - c. PLEAD GUILTY by signing your name on Line (b) of the mail-in portion of this citation/summons and returning it to the Magisterial District Court shown on the citation/summons together with an amount equal to the Total Due as specified, or by making payments online through Pennsylvania's Unified Judicial System web portal. Visit the portal at <https://ujportal.pacourts.us/PAePayFCR> to make a payment.

OR

 - d. PLEAD GUILTY by appearing before the proper Magisterial District Judge if the Total Due is not specified or if you are required to appear because the offense with which you are charged carries a mandatory sentence of imprisonment, for example, a violation of 75 Pa.C.S. § 1543(b) (Driving while operating privilege is suspended or revoked).

OR

 - e. REQUEST inclusion in an Accelerated Rehabilitative Disposition Program (ARD) by appearing before the proper Magisterial District Judge.
3. All checks or money orders must be made payable to the **"Magisterial District Court"**, identified on the citation/summons, and sent to the Magisterial District Court address reported on the citation/summons.
4. Failure to respond within the time specified above may result in the issuance of a warrant for your arrest.
5. If you fail to appear for trial, the trial may be held in your absence.
6. If you are found guilty by the Magisterial District Judge, or you plead guilty, and you wish to appeal, you have THIRTY (30) days to file an appeal for a trial in the Court of Common Pleas.
7. If you are disabled and require a reasonable accommodation to gain access to the Magisterial District Court and its services, please contact the Magisterial District Court at the address or telephone number on the citation. We are unable to provide transportation.

INSTRUCTIONS FOR RESPONSE BY MAIL

If you intend to respond by mail:

1. Detach and complete the lower portion of this citation/summons with your signature on the appropriate plea line (a. or b.).
2. If you PLEAD NOT GUILTY, your check or money order for collateral must be in the amount equal to the Total Due as specified on the citation/summons. If the Total Due is not specified, your check or money order for collateral must be in the amount of **\$50.00**. You will be notified by mail of your trial date.
3. If you PLEAD GUILTY, enclose a check or money order in the amount reported as Total Due as specified on the citation/summons. Failure to remit the full amount reported as Total Due will result in the issuance of a warrant for your arrest.
4. Your check or money order must be made payable to:

Magisterial District Court

Do Not Send Cash

Explanation of Terms:

Costs:	May include program costs for crime and delinquency commission, domestic violence, crime victims compensation and courts.
J.C.P./A.T.J./C.J.E.A./O.A.G.:	Judicial Computer Project/Access to Justice/Criminal Justice Enhancement Account/Office of Attorney General's Operations Appropriations



Cut Across Dotted Line

MAIL IN PORTION

Place this portion of the citation/summons and your check or money order in an envelope and mail to the MAGISTERIAL DISTRICT COURT WHOSE ADDRESS IS REPORTED on the citation/summons.

Failure to indicate a plea when forwarding an amount equal to the Total Due as specified on the citation/summons will result in a guilty plea being recorded.

I understand my rights and obligations. Further, I represent that I make this plea knowingly, voluntarily, and intelligently.

a. I plead NOT GUILTY and request a trial _____
Signature

Mail To:

Magisterial District Court

b. I plead GUILTY _____
Signature

**PLEASE PLACE THE CITATION NUMBER ON YOUR CHECK OR MONEY ORDER.
DO NOT MAIL YOUR CHECK OR MONEY ORDER TO THE POLICE DEPARTMENT.**

DEFENDANT:



NON-TRAFFIC CITATION

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Defendant's Street Address				City		State Zip Code			
Race		Ethnicity		Sex	Date of Birth	Resident Status	Case Instituted by		
-		-				-	-		
Juvenile?	Parents Notified?	Parent First Name		Parent Last Name		Date Notified			
-	-					Time Notified			
Charge						Pa. Code	Statute/Ordinance		
Nature of Offense						Section	Subsection		
						FINE	\$		
						COSTS	\$		
						J.C.P./A.T.J./ C.J.E.A./O.A.G.	\$ 40.25		
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						Lab Services Rea		Offense Code	
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Property Record No.		Systems Code							
County	County Code	Twp-Boro-City		Code	Zone	Initial Report	Attn LCE	Military Service	
Location									
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				-		-			
Remarks/Subpoena List									



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