UNIFORM ☐ CRIMINAL ☐ CIVIL CITATION TRANSMITTAL

AGENCY NAME (full name)
BARRACK/PRECINCT/DISTRICT/LOCATION (full name)

INSTRUCTIONS FOR COMPLETION OF TRANSMITTAL AND FORWARDING CITATIONS:

1. Complete the top portion of the Transmittal:
   - Ø Agency Name
   - Ø Barrack/Precinct/District/Location
2. Starting in the upper left column under Citation Number and continuing down the first column, list the citation number of each citation being transmitted. **Do not mix Criminal and Civil Citations on the same transmittal, use separate transmittals.**
   - Ø List the full citation number for every citation, including the prefix.
   - Ø Do not take shortcuts, even if the citation numbers are in a consecutive sequence
3. When all citations have been listed:
   - Ø Compare the numbers listed on the Transmittal with the citations being submitted to ensure that all of the citations are accurately listed
   - Ø Arrange the citations in the same order as they are listed on the Transmittal
4. Complete the bottom of the Transmittal:
   - Ø Total number of citations sent
   - Ø Submitted by (your signature)
   - Ø ID# (if applicable)
   - Ø Date Sent
5. Keep one copy of the Transmittal for your agency. Mail or deliver the original and one copy of the Transmittal with the Court Copies of the citations to the District Court.

CITATION NUMBER	CITATION NUMBER	CITATION NUMBER

Total Number of Citations Sent: _____ Submitted By: _____ _____
Signature ID #

Date Sent: _____

FOR USE BY DISTRICT COURT ONLY		
Total received but not listed	Total listed but not received	Total number of citations received
Signature		Date

DC/CR 95A (Rev. 4/2003)