

INSTRUCTIONS FOR USING THE FILLABLE UNIFORM CIVIL CITATION DC-028 PDF

Access a fillable PDF of the current version of the **Uniform Civil Citation (DC-028)** from the District Court of Maryland's website at www.mdcourts.gov/district:

- On the left side navigation column, please click "Law Enforcement"
- Enter the logon id (**leforms**) and the password (**comm**)
- Unscheduled revisions of the citation are possible, so **if you download the secure PDF to your PC, be sure to check the website at least once a month to ensure you have the most current version of the DC-028**. The revision date is on the bottom left corner of the DC-028 –

Example: **DC-028** (Rev. 10/2014)

The fillable DC-028 is setup in the same page order as the paper citation in officer's books and is to be distributed as usual after printing **on letter size paper in landscape orientation**:

- Municipality/Court Copy
- Prosecutor's Copy
- Defendant's Copy
- Municipality's Copy
- Officer's Copy

Each new citation requires entry of a tracking number in the top right field. Officers must obtain a tracking number from a blank (unused and unissued) printed Civil Citation DC-028 (within a citation book). All five (5) parts of the unused printed DC-028, from which the tracking number was used, must be attached to the Court Copy and sent to the Court.