

INSTRUCTIONS FOR USING THE FILLABLE UNIFORM CRIMINAL CITATION DC-CR-045 PDF

Access a fillable PDF of the current version of the **Uniform Criminal Citation (DC-CR-045)** 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-CR-045**. The revision date is on the bottom left corner of the DC-CR-045 –

Example: DC-CR-045 (Rev. 1/2013)

The fillable DC-CR-045 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**:

- Court Copy
- State's Attorney Copy
- Defendant's Copy
- Law Enforcement 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 Criminal Citation DC-CR-045 (within a citation book). All four (4) parts of the unused printed DC-CR-045, from which the tracking number was used, must be attached to the Court Copy and sent to the Court.

Instead of the front and back format of a printed citation, the computerized version has a side-by-side format. The left side of each page is the front of the citation. Officers only need to complete the citation front on page 1 and the same fields on pages 2 – 4 will be automatically populated with the data entered. The right side of each page must be completed separately, if applicable.