

SAMPLE NONCRIMINAL MUNICIPAL CITATION FORM  
 FOR USE PURSUANT TO G.L. C. 40, § 21D AND C. 40U, § 14  
 APPROVED BY THE CHIEF JUSTICE OF THE DISTRICT COURT DEPARTMENT  
 EFFECTIVE MAY 11, 2010

CITY [or TOWN] OF [Name] NOTICE OF VIOLATION OF CITY ORDINANCE [or TOWN BY-LAW], RULE OR REGULATION	
DATE OF NOTICE	NOTICE NO.
NAME OF OFFENDER	
ADDRESS OF OFFENDER	
CITY, STATE, ZIP CODE	DOB OF OFFENDER
MV OPERATOR LICENSE NO.	MV/MB REGISTRATION NO.
OFFENSE (s)	
DATE & TIME OF VIOLATION	
LOCATION OF VIOLATION	
SIGNATURE OF ENFORCING PERSON	ENFORCING DEPT.
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOREGOING CITATION	
<b>X</b>	
<input type="checkbox"/> Unable to obtain signature of offender. Date Mailed _____	
THE NONCRIMINAL FINE FOR THIS OFFENSE IS \$ _____.	
<b>YOU HAVE THE FOLLOWING ALTERNATIVES IN THIS MATTER:</b>	
<i>Options (1), (2) or (3) will operate as a final disposition, with no resulting criminal record.</i>	
(1) You may <b>pay</b> the above noncriminal fine, either by appearing in person or through an authorized agent, or by mailing a check, money order or postal note WITHIN 21 DAYS OF THE DATE OF THIS NOTICE to: [Address of city or town clerk].	
(2) You may <b>contest</b> this matter by making a written request for a noncriminal hearing before a municipal hearing officer WITHIN 21 DAYS OF THE DATE OF THIS NOTICE to: [Address of city or town clerk or hearing officer]. If that decision is adverse to you, within 10 days you may request a new hearing before a court magistrate.	
(3) You may obtain a review and <b>disposition by mail</b> by mailing your request WITHIN 21 DAYS OF THE DATE OF THIS NOTICE to the address shown in Option (2) above. If the disposition by mail is adverse to you, you may subsequently request a noncriminal hearing before a municipal hearing officer.	
(4) If you do not pay the noncriminal fine or request a hearing or a review by mail within 21 days, or if you do not appear for the hearing or pay any fine determined to be due, a criminal complaint may be issued against you.	
<input type="checkbox"/> I elect <b>Option (1)</b> above, confess the violation charged, and enclose payment by check, money order or postal note in the amount of \$ _____. <i>I have written the number of this notice on my check, money order or postal note, or enclosed a copy of this notice.</i>	
<input type="checkbox"/> I elect <b>Option (2)</b> above and request a noncriminal hearing on this matter. <i>I have enclosed a copy of this notice and my name and current address.</i>	
<input type="checkbox"/> I elect <b>Option (3)</b> above and request a review and disposition by mail. <i>I have enclosed a copy of this notice, along with a signed statement of my objections, and signed statements from other relevant persons and any other materials I wish to have considered. I have marked all statements and materials with my name and address, the number of this notice, and the violation date.</i>	
Signature _____	