SAMPLE NONCRIMINAL MUNICIPAL CITATION FORM
FOR USE PURSUANT TO G.L. C. 40, § 21D
APPROVED BY THE CHIEF JUSTICE OF THE DISTRICT COURT DEPARTMENT
EFFECTIVE MARCH 21, 1991

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
X

☐ Unable to obtain signature of offender. Date Mailed _____

THE NONCRIMINAL FINE FOR THIS OFFENSE IS $ _____.

YOU HAVE THE FOLLOWING ALTERNATIVES IN THIS MATTER:

Either option (1) or option (2) will operate as a final disposition, with no resulting criminal record.

(1) You may **pay** 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:

[*City or Town Clerk*]
[*Address*].

(2) You may **contest** this matter by making a written request for a noncriminal hearing before a court magistrate WITHIN 21 DAYS OF THE DATE OF THIS NOTICE to: Clerk-Magistrate, [*Name*] District Court
[*Address*]
Attn: 21D Noncriminal hearings.

(3) If you do not pay the noncriminal fine or request a hearing 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.

☐ **I elect Option (1)** above, confess the violation charged, and enclose payment by check, money order or postal note in the amount of $ _____. *I have written the number of this notice on my check, money order or postal note, or enclosed a copy of this notice.*

☐ **I elect Option (2)** above and request a noncriminal hearing on this matter. *I have enclosed a copy of this notice and my name and current address.*

Signature _____