ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 83
(Effective February 15, 2019)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices
All Judges
Area Court Administrators
Clerk of the Appellate Courts
Rural Court Training Assistants
All Clerks of Court
All Magistrates
Law Libraries at Anchorage, Fairbanks and Juneau
Senior Staff
Court Analysts
Central Services Supervisor
Judicial Services
APD Warrants

OTHERS: Department of Public Safety, Department of Law Criminal Division, Municipal Police Chiefs, and Municipal Prosecutors

SUBJECT: Minor Offense Citations, Complaints, and Information: Required Contents

This bulletin is issued pursuant to Minor Offense Rule 3(c). The term "minor offense" is defined in Minor Offense Rule 2. Because misdemeanors and Class C felonies may also be charged on a citation, the form of the citation described in this bulletin includes fields necessary when criminal offenses are charged on a citation.

Dated: February 11, 2019
Effective Date: February 15, 2019

/s/
Christine E. Johnson
Administrative Director

Bulletin History: Originally issued March 7, 2013. Revised effective June 24, 2014; revised effective January 1, 2017; and revised February 15, 2019.

The January 15, 2019, amended revisions include:

- A new heading " Section 1 Citations", and
- Several sections were modified to include required information for Complaints and Informations filed in minor offense cases.
- Appendix A was revised to display the 12-06-2018 version of the Department of Public Safety's Alaska Uniform Citation approved by the Alaska Court System.

A. Format

1. Paper Citations.

Paper citations must be printed on 8.5” x 11” paper and must look exactly like the paper citation form approved by the Alaska Court System (ACS) for the Department of Public Safety (DPS). The approved citation is shown in Appendix A. The Alaska Uniform Citation published by the DPS is available without charge to all agencies authorized to issue citations.

2. Electronic Citations.

Agencies that want to file minor offense citations electronically with the court system must comply with Minor Offense Rule 22. Agencies may either use the TraCS electronic citation software available from DPS or develop their own electronic citation solution. Agencies must contact the court system’s Information Services Department for the required technical specifications. The printed version of electronic citations must look exactly like the printed version of the TraCS electronic citation approved by the ACS.

B. Required Contents

1. A citation, complaint or information must include the information required by Minor Offense Rule 3(b). A complaint must meet the requirements of Criminal Rule 3(a). An information must meet the requirements of Criminal Rule (c)(1).

2. Defendant and Offense

a. Each citation may name only one defendant and only one offense. Minor Offense Rule 3(a).

b. A complaint or information may include more than one defendant and more than one offense. Each defendant joined in an information or complaint will be assigned a separate case number. The prosecuting authority must provide the court with an additional copy of the charging document for each defendant’s case file. Minor Offense Rule 4(b).

c. Except as provided in (d), a citation, complaint, or information must name an individual as the defendant and must list the following:

(1) the defendant’s full name, including middle name or initial, if middle name or initial is known;

(2) the defendant's date of birth, if known;

(3) the defendant's driver's license number or state identification number, if known, including the issuing state and whether the license is a commercial driver's license;

(4) the defendant's mailing and residence address;

(5) the defendant's phone numbers, if known; and

(6) the defendant's APSIN ID, if known.

d. Businesses, corporations, limited liability companies and other entities named as defendants. Minor Offense Rule 3(h).

(1) Sole Proprietorship. A citation, complaint, or information listing a sole proprietorship as defendnat must name the owner of the business as the defendant and provide the information in b above. The name of the business must be listed in the description of the offense. The citation or summons must be served on the owner of the business as provided in 9 below.

(2) Corporation and Limited Liability Company. A citation, complaint, or information listing a corporation or limited liability company as defendant must name the corporation or company as the defendant. The mailing address for the entity must be listed on the citation, complaint, or information. The officer must serve the citation or summons on the on-site manager, a managing member, an officer, a managing or general agent, or on any other agent authorized by appointment or by law to receive service of process. If service cannot be made on one of the above in Alaska, service may be made as provided in AS 10.06.175(b) or 10.50.065(b). The mailing address for the entity must be listed on the citation, complaint, or information. The citation or summons must name the person served.

(3) Partnership, Unincorporated Association or Other Entity.
A citation, complaint, or information listing a partnership, unincorporated association or other entity as defendant must name the entity as the defendant and must be served on a person designated for that entity in Civil Rule 4. The mailing address for the entity must be listed on the citation, complaint, or information. The citation or summons must name the person served.

e. Classification of Offense

(1) The citation, complaint, or information must state whether the offense is being charged as a:

(a) minor offense under the Minor Offense Rules,

(b) criminal offense, or

(c) "Under 21 Minor Refusal/Driving offense".[1]

(2) For fish and game offenses, the citation, complaint, or information must indicate whether the offense is being charged as a strict liability violation.[2]

(3) Citations must indicate if an offense is a commercial fishing offense.

f. State Laws Adopted by Reference by Municipalities

If a municipality has adopted state statutes or regulations by reference, the citation, complaint, or information must list the statute or regulation being charged and indicate that it was adopted by reference.

3. Uniform Table of Minor Offenses (UMOT)

The citation, complaint, or information must include the statute, regulation or ordinance that the defendant is alleged to have violated as identified in the uniform table of minor offenses maintained by the court system. Minor Offense Rule 3(b). Both the number <u>and</u> the description must match the number and description listed in the table. If a federal commercial motor vehicle regulation adopted by state law (17 AAC) is charged, the 49 CFR regulation must be cited.

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[1] The offense category "Under 21 Refusal/Driving) refers to the offenses in AS 28.35.280-.290 or similar municipal ordinances. These offenses are in a separate category on the citation form because (1) even though they are classified as violations, they are assigned an underage consuming case number, and (2) criminal rules rather than minor offense rules apply to them. See Minor Offense Rule 18 and Administrative Bulletin 7, Section II.N.

[2] Since most fish & game offenses may be charged as either a misdemeanor or a strict liability violation (minor offense), the officer or prosecutor must indicate on the citation, complaint, or information how the offense is being charged.

4. Plaintiff

The citation, complaint, or information must list the appropriate plaintiff as follows:

a. If the offense is a state statute or regulation and the issuing agency is a state agency, the plaintiff must be listed as the State of Alaska.

b. If the offense is a state statute or regulation that has been adopted by reference by a municipality and the issuing agency is a municipal agency, the plaintiff must be listed as the municipality.

c. If the offense is a municipal ordinance, the plaintiff must be listed as the municipality.

5. Agency ID

The citation must list the agency ID issued by DPS for the issuing agency.

6. Rule Requirements

As stated in Minor Offense 3(c), citations must include:

a. The essential facts constituting the offense charged. If necessary, the offense description field should be used to list any additional facts not provided in other fields that are necessary to establish the essential facts.

b. If a defendant is charged with one of the following the offenses, the underlying criminal case number must be listed on the citation:

(1) AS 11.56.730(d)(3) – Failure to Appear, or

(2) Any municipal ordinance similar to the above that is classified as a violation or other minor offense.

c. Notice of the defendant's rights listed in AS 12.25.200, as shown in the approved DPS citation form in Appendix A.

d. The procedure for responding to the citation, as shown in the approved DPS citation form in Appendix A, including whether the offense is a mandatory court appearance offense, optional appearance offense, or a correctable offense.

e. The consequences of failure to respond, as shown in the approved DPS citation form in Appendix A.

f. If forfeiture of seized items is authorized by statute or ordinance, the citation must list the seized items and the statute or ordinance that authorized the forfeiture. The defendant's response section must explain that a no contest plea will result in forfeiture of any seized item listed on the citation. The consequences section must explain that failure to respond will result in forfeiture of any seized item listed on the citation.

7. Penalty Information

The citation must inform the defendant of the following:

a. any applicable bail forfeiture amount established by the supreme court or scheduled fine amount established by municipal ordinance;

b. Any applicable surcharge amount required by law;

c. the number of driver license points that will be assessed if the defendant is convicted of the alleged offense;

d. if the offense is an optional court appearance offense, the total amount due; and

e. if the offense is correctable and, if so, the type of proof defendant must show in order to have the citation dismissed.

8. DPS Requirements

In addition to meeting the requirements of this bulletin, all citations filed with the court must comply with any standards adopted by DPS under AS 12.25.175. Minor Offense Rule 3(d).

9. Social Security Number – Must Not Appear

The defendant's social security number must <u>not</u> appear on a citation, complaint, or information. Minor Offense Rules 3(e) and 4(b).

10. Probable Cause and Service of Citation

The officer must state on the citation that the officer has probable cause to believe the defendant committed the offense but need not state the grounds for the probable cause determination beyond the essential facts. The officer must certify, under penalty of perjury, on the citation that the

information in the citation is true[3] and must state which of the following methods set out in Minor Offense Rule 3(g) was used to serve the citation on the defendant:

a. Personal service by handing the citation to the defendant. If the defendant is a corporation, limited liability company, or partnership, the citation must name the person served.

b. By leaving it on property that is the subject of the offense.

c. By any other method of service allowed by Civil Rule 4 that requires a separate proof of service at filing.[4]

11. Offenses Involving Motor Vehicles

a. If a motor vehicle offense is charged, the citation, complaint, or information must indicate if the offense occurred in a traffic safety corridor or a highway work zone as provided in AS 28.90.030.

b. If an offense involves a motor vehicle accident, the citation, complaint, or information must indicate whether the **accident** resulted in the **death** of a person.[5]

c. For speeding offenses, the citation, complaint, or information must list the defendant's speed and the speed zone

d. If the offense involves a motor vehicle and if the defendant holds a commercial driver's license (CDL) or is driving a commercial motor vehicle (CMV), the citation, complaint, or information must indicate whether the **offense** resulted in **physical injury to a person;** [6]

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[3] Minor Offense Rule 3(f).

[4] Minor Offense Rule 3(g)(2)(C).

[5] AS 28.05.151(e) states: "The supreme court, in establishing scheduled amounts of bail under this section, and each municipality that establishes or has established a fine schedule under this section may not allow for the disposition of an offense without court appearance for a person who is cited for violation of the traffic laws in connection with a motor vehicle accident if the accident resulted in the death of a person. In this subsection, 'traffic laws' has the meaning give in AS 28.15.261." Also, see AS 28.33.1409(a) (10) about the possible disqualification of CDL by the Division of Motor Vehicles if negligent operation of a CMV causes a fatality.

[6] AS 28.33.140 states: "Conviction resulting in disqualification from driving commercial vehicle. (a) In addition to any court action or administrative action in this or any other jurisdiction, conviction of a person who holds or is required to have a commercial driver's license of any of the following offenses is grounds for immediate disqualification from driving a commercial motor vehicle for the periods set out in this section: …(6) a serious traffic violation." The term "serious traffic violation" is defined in AS 28.33.190(16)(D): "violation of a law or ordinance relating to traffic control, which was determined by

12. Commercial Motor Vehicle Offenses

If an offense involves the use of a commercial motor vehicle as defined in AS 28.90.990(a)(2), the citation, complaint, or information must indicate if the motor vehicle is:

a. over 10,000 lbs,

b. over 26,000 lbs,

c. designed to transport more than 15 passengers, or

d. used in the transportation of hazardous materials.[7]

13. Game Restitution

If a mandatory court appearance offense involves the unlawful taking of an animal listed in AS 16.05.925(b), the citation must name the animal taken and list the restitution amount listed in the statute.

C. Fields Listed on Citation Not Required for Minor Offenses

The following are not required to be listed on the citation, complaint, or information when a minor offense is charged. These fields are only required when a (1) misdemeanor, (2) Class Felony, or (3) an offense required by Minor Offense Rule 18 to be filed as an Underage Consuming case is filed.

1. APSIN ID (Alaska Public Safety Information Number Identification)

2. ATN (arrest tracking number)

3. CTN (charge tracking number)

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the court by a preponderance of the evidence to have been a factor in causing physical injury to a person;"

[7] "Lbs." means the "gross vehicle weight rating or gross combination weight rating." AS 19.10.399, AS 28.40.100, and 17 AAC 25.250.

The regulations in 13 AAC 03 apply to any vehicle or combination which (1) has a gross vehicle weight rating or gross combination weight rating greater than **26,000 pounds**, or (2) is designed to transport more than 15 passengers, including the driver, or (3) is used to transport hazardous materials. See AS 28.40.100(a)(2) for a more complete definition of "commercial motor vehicle" as applied to the offenses in chapter 03 of 13 AAC. This definition applies to all the statutes in Title 28 and all the regulations adopted under Title 28. Note that this definition does not apply to the statutes in AS 19.20.300-.399 (Commercial Motor Vehicle Requirements) or to the regulations in 17 AAC 25 (Commercial Vehicle Motor Vehicles).

The regulations in 17 AAC 25 apply to any vehicle or any combination which either (1) has a gross vehicle weight rating or gross combination vehicle weight rating greater than **10,000 pounds**, or (2) is designed to transport more than 15 passengers, including the driver, or (3) is used to transport hazardous materials. See 17 AAC 25.250(1) and AS 19.10.399(1).

APPENDIX A – PAPER CITATION

Paper citations must be printed on 8.5” x 11” paper in at least four-part sets, as follows:

Original to be filed with the court or the city (printed on white paper)
One copy for the agency (printed on pink paper)
One copy for the defendant to keep (printed on green paper)
One copy for the defendant to mail with response (printed on white paper)

Paper citations must look exactly like the paper citation form approved by the Alaska Court System (ACS) for the Department of Public Safety (DPS). The front of the citation and the back of each of the four copies are shown below.

Front of Citation	See page 10
Back of Original Citation	See page 11
Back of Defendant’s Copy to Keep	See page 12
Back of Defendant’s Copy to Mail	See page 13. This copy is identical to the back of the defendant’s copy to keep on page 12.

The Alaska Uniform Citation published by the DPS is available without charge to all agencies authorized to issue citations.

CITATION #

Agency ID P 00483577

Defendant _____ Last _____ First _____ Middle _____ Suffix

Plaintiff _____ Agency _____ Agency case # _____

CITATION FOR ☐ **MINOR OFFENSE** ☐ **CRIMINAL OFFENSE** ☐ **UNDER 21 REFUSAL/DRIVING OFFENSE**

F&G Offense charged as strict liability violation ☐ Yes ☐ No

District Court at _____ Judicial District: _____ Court Case# _____

DEFENDANT

DOB _____ Age _____ Driver's Lic _____ State _____ Class _____ APSIN ID _____

Hair _____ Eyes _____ Race _____ Sex _____ Ht _____ Wt _____ Ph _____ Wk Ph _____

Res Addr _____

Mail Addr ☐ Same _____ Employer _____

VEHICLE

Lic/Reg _____ St _____ Expires _____ Yr _____ Make _____ Model _____ Color _____ ADF&G _____

Commercial: ☐ Over 10,000 lbs ☐ Over 26,000 lbs ☐ Over 15 psngr ☐ HazMat DOT INSP# _____ USDOT# _____

OFFENSE

Date _____ Time _____ ATN _____ CTN _____ Code _____

Location _____ Loc. Code _____ ☐ Hwy Work Zone ☐ Safety Corridor

☐ Statute ☐ Regulation ☐ Ordinance ☐ Adopted by reference Section _____

Offense: _____

Over Limit _____ MPH in a _____ MPH Zone ☐ Damage Only ☐ Injury ☐ Fatality ☐ Commercial Fishing

_____

_____

_____

_____

Item(s) Seized that can be forfeited per AS 16.05.190, AS 04.16.20[illegible] statute/ordinance (list other statute/ordinance: _____):

_____

Game Restitution amount for _____ taken illegally: $ _____ [illegible] 16.05.925(b) for mandatory appearance offense only.

PENALTY **Driver License Points** _____ **Bail/Fine* $** _____ **Surcharge $** _____ **Total Due $** _____

*Fine must include base amount plus additional per item amounts per bail forfeiture schedule.

I have probable cause to believe defendant committed the above offense. I certify under penalty of perjury that the above information is true and that

☐ I personally handed it to defendant on the date shown below.

☐ I left it on property that is the subject of the offense on the date shown below.

☐ this citation will be served by a Civil Rule 4 method of service that requires a separate proof of service at filing.

_____ Officer's Signature _____ Officer's Printed Name _____ ID _____ Date

REQUIRED RESPONSE

☐ **MANDATORY COURT APPEARANCE**. For criminal or under 21 refusal/driving offenses you must appear on _____ at _____ AM/PM. **If you fail to appear**, a warrant will be issued for your arrest.

☐ **MANDATORY COURT APPEARANCE.** For a minor offense, you must appear on _____ at _____ AM/PM **or** request a trial date. **If you fail to appear and did not request a trial date,** a default judgment will be entered against you as explained on the back of this citation. Court's physical address: _____

☐ **CORRECTABLE**. This citation will be dismissed if, **within 30 days**, you:

☐ Correct the defect and present the vehicle for inspection

Show proof that you had ☐ a license or ☐ insurance that was valid when this citation was issued at any Alaska State Trooper Post or _____

If you do not, you must pay online or fill out the back of this form and mail it **within 30 days** to: (court or city) _____

☐ **OPTIONAL** COURT APPEARANCE. **Within 30 days** you must pay online or fill out the back of this form and mail it to: (court or city mailing address) _____

If you come to court, bring this citation with you. If you are under 18, you must bring your parent or legal guardian.

Alaska Uniform Citation (12-213AUC) Rev 2018.12.06 *FRONT*

SAMPLE

JUDGE'S NOTES FOR MINOR OFFENSE JUDGMENT
(Electronic record in CMS is the official judgment. MO Rule 20(a))

☐ Default Judgment because defendant failed to appear for trial.
Plea: ☐ No Contest ☐ Guilty
Trial: ☐ Not Guilty ☐ Guilty
Dismissed by: ☐ Prosecution
☐ Court because:
☐ unnecessary delay in bringing defendant to trial
☐ prosecution or representative failed to appear for trial
☐ defendant was not the person whom the prosecution intended to charge
☐ in furtherance of justice because _____

SENTENCE

Date: _____

Fine: $_____ Due Date: _____

Surcharge: $_____ Due Date: _____

Restitution[1] Ordered: [Can be ordered only for mandatory court appearance offenses. MO Rule 10(d).
CR-465 Restitution Judgment must be entered when restitution is ordered.]:

Game Restitution: $_____ Other Restitution: $ _____ for _____

Forfeiture[2] Ordered: The following items are ordered forfeited:

☐ Seized items required by statute/ordinance to be forfeited: _____

☐ Items authorized (but not required) to be forfeited by statute/ordinance: _____

☐ All fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation as provided in AS 16.05.722(b).

Court Costs: $35 (if default judgment)
Collection Costs: $35 (if transferred for collection)

SAMPLE

[1] Minor Offense Rule 10(d) **Restitution.** If the offense is a mandatory appearance offense, the court may order restitutic as provided in AS 16.05.925(b) or any other statute or ordinance authorizing restitution. If the offense is a mandator appearance offense, any default judgment entered must order payment of any applicable restitution listed in A 16.05.925(b). As provided in AS 16.05.165(d), restitution under AS 16.05.925(b) may not be ordered for offenses for whic bail has been forfeited under AS 16.05.165(c).

[2] Minor Offense Rule 10(c) **Forfeiture.**
(1) A default judgment or a judgment entered on a no contest plea must order forfeiture of any seized items listed on th citation or other charging document.
(2) All other judgments of conviction must order forfeiture of:
(A) all fish and game seized under AS 16.05.190 and listed on the citation or other charging document,
(B) all fish, or its fair market value, taken or retained as a result of a strict liability commercial fishing violation a provided in AS 16.05.722(b),
(C) any seized items listed on the citation or other charging document if a statute or ordinance requires the item to b forfeited upon conviction, and
(D) any other items ordered by the court to be forfeited when forfeiture is authorized by statute or ordinance.
(3) Forfeited items shall be disposed of at the discretion of the prosecuting authority, unless otherwise ordered by the cour

OFFICER'S NOTES FOR TESTIFYING IN COURT:

Please note facts and circumstances in addition to those stated on the front of the citation, for example: 1. Any specific action c violator that increased the hazard of the violation; 2. Where the violation was observed and where contact was made; 3. Total distance traveled during pursuit; 4. Statements by violator and general attitude.

WITNESSES:

VEHICLE DEFECTS:

SAMPLE

MINOR OFFENSES ONLY

MANDATORY COURT APPEARANCE: You must do one of the following:
(1) Appear on the court date listed on the front of the citation. (At the hearing, the court will explain the charges and your rights and ask you to enter a plea.)
(2) Enter a plea of **NOT GUILTY** now and request a trial date by checking the "I plead NOT GUILTY" box below, providing the requested information, and sending the response to the court before the hearing date listed on the front of the citation.

OPTIONAL COURT APPEARANCE: Within 30 days, you must do one of the following:
(1) Plead **NO CONTEST** by paying online at www.courts.alaska.gov.
(2) Check one of the boxes below, provide the requested information, and mail this response to the court or city address listed on the front of the citation.

DEFENDANT'S RESPONSE

☐ I plead **NO CONTEST. I am enclosing a check or money order payable to the plaintiff** for the total due. ***(Do not send cash.)*** I understand that

1. I am giving up my right to a trial and the other rights listed below.
2. A judgment of conviction will be entered against me.
3. The number of points shown on the front will be assessed against my driver's license.
4. Any seized item listed on the front of this citation will be forfeited.
5. If this is my second or subsequent conviction for an optional appearance fish and game offense in the last two years, an action may be filed to revoke my license under AS 16.05.410(g).
6. If this is a commercial fishing offense, points may be assessed against my fishing permit
7. If I do not pay the **total amount due** in the balance may be transferred for collection, a collection cost will be added, and my PFD garnished.

☐ I plead **NOT GUILTY** and request a trial. I have read and understand my rights listed below. I understand that the court will send me a notice of trial date, and that if I fail to appear for trial, a default judgment will be entered against me as explained below. (***Do not send money. The court will send you a notice of the trial date.***)

☐ I do not wish to enter a plea at this time. I want to appear in court to have a judge explain the charges and my rights to me before I enter a plea. (*The clerk will give you a date and time to appear. This is **NOT** a trial.*)

Signature | Printed Name | Date

Mailing Address | Email* | Phone

*By providing my email address, I request that the court email court documents issued in this case to the email address provided above. I agree to notify the court if I change my email address or wish to receive documents by mail.

SAMPLE

CONSEQUENCES FOR FAILURE TO RESPOND TO MINOR OFFENSE CITATION

If you fail to respond within 30 days, or if you fail to appear for a court hearing, a default judgment will be entered against you for:

- A fine in the amount shown on the front or, for mandatory appearance offenses, the maximum fine permitted by law** **AND**
- Court and collection costs required by court rule, **AND**
- Restitution if required by law, **AND**
- Forfeiture of any seized item(s) listed on the front of this citation, **AND**
- Any surcharge required by statute, **AND**
- If this offense involves a moving motor vehicle, points will be assessed against your driver's license.
- If this is a commercial fishing offense, points may be assessed against your fishing permit

Efforts to collect this judgment will include garnishment of your **Permanent Fund Dividend**.

****Maximum Fine Information:** For mandatory appearance minor offenses, either (1) contact the clerk of court; or (2) look at CourtView: www.courts.alaska.gov

YOUR RIGHTS

FOR A MINOR OFFENSE, you have the right to: 1. A trial; 2. Hire a lawyer to represent you in court; 3. Confront and question witnesses; 4. Testify; and 5. Have subpoenas issued to compel witnesses to appear on your behalf.

FOR A CRIMINAL OR UNDER 21 REFUSAL/DRIVING OFFENSE the judge will explain your rights when you appear in court, including your right to a court-appointed attorney if you cannot afford to hire one.

MINOR OFFENSES ONLY

MANDATORY COURT APPEARANCE: You must do one of the following:
(1) Appear on the court date listed on the front of the citation. (At the hearing, the court will explain the charges and your rights and ask you to enter a plea.)
(2) Enter a plea of **NOT GUILTY** now and request a trial date by checking the "I plead NOT GUILTY" box below, providing the requested information, and sending the response to the court before the hearing date listed on the front of the citation.

OPTIONAL COURT APPEARANCE: Within 30 days, you must do one of the following:
(1) Plead **NO CONTEST** by paying online at www.courts.alaska.gov.
(2) Check one of the boxes below, provide the requested information, and mail this response to the court or city address listed on the front of the citation.

DEFENDANT'S RESPONSE

☐ I plead **NO CONTEST. I am enclosing a check or money order payable to the plaintiff** for the total due. (***Do not send cash.***) I understand that

8. I am giving up my right to a trial and the other rights listed below.
9. A judgment of conviction will be entered against me.
10. The number of points shown on the front will be assessed against my driver's license.
11. Any seized item listed on the front of this citation will be forfeited.
12. If this is my second or subsequent conviction for an optional appearance fish and game offense in the last two years, an action may be filed to revoke my license under AS 16.05.410(g).
13. If this is a commercial fishing offense, points may be assessed against my fishing permit
14. If I do not pay the **total amount due**, then the balance may be transferred for collection, a collection cost will be added, and my PFD garnished.

☐ I plead **NOT GUILTY** and request a trial. I have read and understand my rights listed below. I understand that the court will send me a notice of trial date, and that if I fail to appear for trial, a default judgment will be entered against me as explained below. (***Do not send money. The court will send you a notice of the trial date.***)

☐ I do not wish to enter a plea at this time. I want to appear in court to have a judge explain the charges and my rights to me before I enter a plea. (*The clerk will give you a date and time to appear. This is **NOT** a trial.*)

Signature _____ Printed Name _____ Date _____

Mailing Address _____ Email* _____ Phone _____

*By providing my email address, I request that the court email court documents issued in this case to the email address provided above. I agree to notify the court if I change my email address or wish to receive documents by mail.

SAMPLE

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If you fail to respond within 30 days, or if you fail to appear for a court hearing, a default judgment will be entered against you for:

- A fine in the amount shown on the front or, for mandatory appearance offenses, the maximum fine permitted by law** **AND**
- Court and collection costs required by court rule, **AND**
- Restitution if required by law, **AND**
- Forfeiture of any seized item(s) listed on the front of this citation, **AND**
- Any surcharge required by statute, **AND**
- If this offense involves a moving motor vehicle, points will be assessed against your driver's license.
- If this is a commercial fishing offense, points may be assessed against your fishing permit

Efforts to collect this judgment will include garnishment of your **Permanent Fund Dividend**.

****Maximum Fine Information:** For mandatory appearance minor offenses, either (1) contact the clerk of court; or (2) look at CourtView: www.courts.alaska.gov

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FOR A MINOR OFFENSE, you have the right to: 1. A trial; 2. Hire a lawyer to represent you in court; 3. Confront and question witnesses; 4. Testify; and 5. Have subpoenas issued to compel witnesses to appear on your behalf.

FOR A CRIMINAL OR UNDER 21 REFUSAL/DRIVING OFFENSE the judge will explain your rights when you appear in court, including your right to a court-appointed attorney if you cannot afford to hire one.