

4.091 Electronic Filing of Complaint for Traffic Offenses

- (1) A law enforcement officer may electronically file a complaint for traffic offenses (hereinafter referred to in this rule as a citation) only if all of the following provisions are met:
 - (a) The citation must be in substantially the same form as and contain all the information required by the uniform citation and must include the name, e-signature, agency name, and agency number of the officer who issued the citation;
 - (b) The citation must be numbered by the issuing law enforcement agency using a number series approved by the trial court administrator, and the number assigned to the citation by the agency must be unique and not duplicate any number previously submitted for filing;
 - (c) No more than three offenses may be electronically filed on a single citation; and
 - (d) The trial court administrator has given written approval for electronic filing to the officer's law enforcement agency.
- (2) The court will not accept criminal citations for electronic filing.
- (3) The court may scan uniform traffic citations filed in paper format, along with any supporting documentation and correspondence, and reformat them to an electronic record.
- (4) The court may issue judicial decisions and signatures electronically. The court may affix a judge's signature by electronic means.
- (5) The trial court administrator must maintain the security and control of the methods for affixing electronic judicial signatures, and those methods shall be accessible by only the signer and the trial court administrator or the trial court administrator's designee.
- (6) Citations that are electronically filed or manually scanned, including those to which additional information, judicial orders, judgments, and judicial signatures have been added, are the original and legal court record.
- (7) Members of the public may obtain a printed image of a citation electronically filed or manually scanned in the same manner as for a paper record. Fees applicable to court records apply to requests for these images.