5-05/030.25 - Notice of Amended Citation

A Notice of Amended Citation (SH-CR-604) shall be prepared whenever any correction is necessary after a notice to appear or notice of parking violation has been issued.

The original notice of amended citation shall be mailed to the violator and a copy mailed to the appropriate court of jurisdiction. A copy of the notice of amended citation shall also be attached to the station/unit copy of the citation and placed in the station's/unit's citation file.

Juvenile citations for delinquency court shall not be amended. They must be voided or dismissed and new notices to appear shall be reissued to the minor and their signed promise to appear obtained. Refer to section 5-02/050.50 and section 5-02/050.52 for additional information.