

# Court Citing Date Card

## Reference

- Traffic Court Court Citing Date Card - **CPD-22.911** - [Official](#)
- "Misdemeanor & City Ordinances" Court Citing Date Card - **CPD-11.562** - [Official](#)

## Traffic

2023

### 2023 COURT CITING DATE CARD - TRAFFIC CHICAGO POLICE DEPARTMENT

KEY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
JAN						3	4	5	6	9	10	11	12	13	17	18	19	20	23	24	25	26	27	30	31	
FEB	2	3	6	7	8	9	10	14	15	16	17	21	22	23	24	27	28									1
MAR	15	16	17	20	21	22	23	24	27	28	29	30	31					1	2	3	7	8	9	10	13	14
APR	20	21	24	25	26	27	28							3	4	5	6	7	10	11	12	13	14	17	18	19
MAY								8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	30	31		
JUN	5	6	7	8	9	12	13	14	15	16	20	21	22	23	26	27	28	29	30						1	2
JUL	13	14	17	18	19	20	21	24	25	26	27	28	31							3	5	6	7	10	11	12
AUG	18	21	22	23	24	25	28	29	30	31				1	2	3	4	7	8	9	10	11	14	15	16	17
SEP	26	27	28	29							1	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25
OCT					2	3	4	5	6	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31	
NOV	2	3	6	7	8	9	13	14	15	16	17	20	21	22	27	28	29	30								1
DEC	20	21	22	26	27	28	29												1	11	12	13	14	15	18	19

**CPD-22.911 NOTE: DEFENDANT /VIOLATOR MUST KNOW CORRECT COURT DATE (14-60 days from issuance/arrest to Traffic Court date and 30-45 days from issuance for Cook County Civil Law Citations.)**

INSTRUCTIONS: EACH MEMBER ASSIGNED TO A KEY LETTER GROUP WILL INSERT THE MEMBER'S KEY LETTER DESIGNATION, ASSIGNED COURTROOM NUMBERS AND COURT CALL TIMES IN THE SPACES PROVIDED. WHENEVER MEMBERS ASSIGNED TO ONLY ONE MINOR COURTROOM CALL ISSUE PERSONAL SERVICE CITATIONS TO MORE THAN THIRTY-FIVE INDIVIDUAL TRAFFIC VIOLATORS (INCLUDING TRAFFIC VIOLATORS THAT QUALIFY FOR THE COURT DIVERSION PROGRAM) FOR THE SAME COURT KEY DATE, THOSE MEMBERS WILL IMMEDIATELY NOTIFY THE TRAFFIC COURT UNIT FOR A COURT-CALL CASE-LOAD EVALUATION. MEMBERS WITH CASES IN OTHER BRANCH COURTS ARE NOT TO CONTINUE THOSE CASES ON THEIR SCHEDULED TRAFFIC COURT DATES.				KEY LETTER DESIGNATION			
<b>MAJOR COURTROOM CITING PROCEDURES</b> ALL JAILABLE CLASS A, B, & C MISDEMEANOR OFFENSES OF THE ILLINOIS VEHICLE CODE AS WELL AS THE BELOW LISTED MISDEMEANOR TRAFFIC OFFENSES WILL BE RETURNABLE TO THE MAJOR COURTROOM. 625 ILCS 5/6 - 301 Unlawful use of license or permit **625 ILCS 5/6 - 303 Driving while license or permit is suspended or revoked **625 ILCS 5/6 - 507(b) Driving commercial vehicle while license suspended, revoked, canceled or out of service *625 ILCS 5/11 - 204 Eluding or fleeing police *625 ILCS 5/11 - 501 Driving under influence of alcohol, drugs, intoxicating compounds *625 ILCS 5/11 - 503 Reckless driving 625 ILCS 5/11 - 506 Street racing 625 ILCS 5/11 - 601.5 Speeding 26 miles or more over posted limit 625 ILCS 5/11 - 402 Leaving the scene of accident- property damage 625 ILCS 5/11 - 403 Leaving the scene of accident- injury or death 625 ILCS 5/11 - 404 Leaving the scene of accident- unattended vehicle  * Contact Felony Review when upgrading to felony charges. ** See Alternate Major Courtroom Assignments & Citing Procedures.				<b>ALTERNATE MAJOR COURTROOM ASSIGNMENTS &amp; CITING PROCEDURES</b>  When 625 ILCS 5/6 - 303 or 625 ILCS 5/6 - 507(b) is the ONLY misdemeanor traffic offense, the Personal Service Citation issued for that offense and any other accompanying Personal Service Citations issued for "minor" traffic offenses and/or compliance violations will be returnable to the issuing sworn member's assigned Alternate Major Courtroom in Traffic Court on the member's court key date and assigned Minor Courtroom Time. Members can determine their Alternate Major Courtroom information by utilizing the CLEAR Court Key system.			
COURTROOM NUMBER		TIME		TIME		TIME	
407							
<b>MINOR COURTROOM CITING PROCEDURES</b> Personal Service Citation(s) will be returnable to the issuing sworn member's Minor Courtroom in Traffic Court when issuing a traffic violator: (1) a single Personal Service Citation for one minor traffic offense requiring an appearance in court as mandated by Rule 551 of the Illinois Supreme Court, or (2) Personal Service Citations for multiple "minor" offenses, other than a compliance violation, per Rule 503 of the Illinois Supreme Court. (Exceptions listed in S04-14-02). <b>NOTE: Cook County Civil Law Citations issued for the possession of Cannabis should only be written to the Minor Courtroom.</b>							
COURTROOM NUMBER		TIME		TIME		TIME	

<b>INSTRUCTIONS:</b> Each Department member is assigned a primary key letter group and will also be provided with a secondary key letter group that is 13 letters apart from the primary key ("A" and "N," "B" and "O," etc.). Both key letter groups will be used to schedule court or hearing dates for citations consistent with the schedules outlined below.					
<b>PRIMARY KEY</b>	<b>SECONDARY KEY</b>	<b>MAJOR COURT ROOM</b>	<b>TIME(S)</b>	<b>MINOR COURT ROOM</b>	<b>TIME(S)</b>
<b><u>MAJOR COURTROOM CITING PROCEDURES</u></b>			<b><u>ALTERNATE MAJOR COURTROOM ASSIGNMENTS &amp; CITING PROCEDURES</u></b>		
All Jailable Class A, B, & C misdemeanor offenses of the Illinois Vehicle Code as well as the below listed offenses will be returnable to the major courtroom. *See Alternate Major Courtroom			When 625 ILCS 5/6 - 303 "Driving while license or permit is suspended or revoked" or 625 ILCS 5/6 - 507(b) "Driving commercial vehicle while license suspended, revoked, canceled or out of service" is the ONLY misdemeanor traffic offense, the citation will be returnable to the Alternate Major Courtroom, <b>407</b> , on the member's court key date and assigned Minor Courtroom Time.		
625 ILCS 5/6 - 301 Unlawful use of license or permit *625 ILCS 5/6 - 303 Driving while license or permit is suspended or revoked *625 ILCS 5/6 - 507(b) Driving commercial veh. while license susp., revok., cancel. or out of serv. 625 ILCS 5/11 - 204 Eluding or fleeing police 625 ILCS 5/11 - 501 Driving under influence of alc., drugs, intox. compounds 625 ILCS 5/11 - 503 Reckless driving      625 ILCS 5/11 - 506 Street racing 625 ILCS 5/11 - 601.5 Speeding 26 miles or more over posted limit 625 ILCS 5/11 - 402 Leaving the scene of accident- property damage 625 ILCS 5/11 - 403 Leaving the scene of accident- injury or death 625 ILCS 5/11 - 404 Leaving the scene of accident- unattended vehicle			<b><u>MINOR COURTROOM CITING PROCEDURES</u></b> Citation(s) will be returnable to the issuing sworn member's Minor Courtroom in Traffic Court when issuing a traffic violator: (1) a single citation for one minor traffic offense requiring an appearance in court, or (2) citations for multiple "minor" offenses, other than a compliance violation (see S04-14-02).  Cook County Civil Law Citations issued for the Possession of Cannabis should only be written to the key date and minor courtroom and time.		
<b>FOR CITATIONS ISSUED PRIOR TO 01 JANUARY 2023, MEMBERS WILL USE THEIR PRIMARY KEY LETTER GROUP AND THE BELOW COURT DATE CITING SCHEDULE:</b>					
<ul style="list-style-type: none"><li>• 14-60 DAYS FROM THE DATE OF THE ISSUANCE OF PERSONAL SERVICE CITATION.</li><li>• 30-45 DAYS FROM THE DATE OF THE ISSUANCE OF A CIVIL LAW CITATION.</li></ul>					
<b>PURSUANT TO PROVISIONS OF THE SAFE-T ACT (725 ILCS 5/109-1 SCHEDULED TO BE IMPLEMENTED ON 01 JANUARY 2023), FOR CITATIONS ISSUED <u>ON OR AFTER 01 JANUARY 2023</u>, MEMBERS WILL USE THE BELOW COURT DATE CITING SCHEDULE:</b>					
<ul style="list-style-type: none"><li>• 7-21 DAYS FROM THE DATE OF THE ISSUANCE OF A CITATION USING THE MEMBER'S PRIMARY KEY LETTER. IF THAT FALLS OUTSIDE THE 7-21 DAY WINDOW:<ul style="list-style-type: none"><li>o MEMBERS WILL USE THEIR SECONDARY COURT KEY DESIGNATION. IF THAT DATE FALLS OUTSIDE THE 7-21 DAY WINDOW,</li><li>o MEMBERS WILL SELECT A COURT DATE 14 DAYS FROM THE DATE OF THE ARREST OR ISSUANCE OF A CITATION. IF THE 14TH DAY FALLS ON A WEEKEND OR COURT HOLIDAY, MEMBERS WILL SELECT THE NEXT AVAILABLE DATE COURT IS IN SESSION.</li></ul></li><li>• 30-45 DAYS FROM THE DATE OF THE ISSUANCE OF A CIVIL LAW CITATION.</li></ul>					

2022

## 2022 COURT CITING DATE CARD - TRAFFIC

### CHICAGO POLICE DEPARTMENT

KEY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
JAN				3	4	5	6	7	10	11	12	13	14	18	19	20	21	24	25	26	27	28				
FEB	14	15	16	17	18	22	23	24	25	28													7	8	9	10
MAR	24	25	28	29	30	31					1	2	3	4	8	9	10	11	14	15	16	17	18	21	22	23
APR							1	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29				
MAY	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	31						2	3	4	5
JUN	14	15	16	17	21	22	23	24	27	28	29	30						1	2	3	6	7	8	9	10	13
JUL	22	25	26	27	28	29							1	5	6	7	8	11	12	13	14	15	18	19	20	21
AUG	29	30	31				1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26
SEP				1	2	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30		
OCT	5	6	7	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31							3	4
NOV	15	16	17	18	21	22	23	28	29	30									1	2	3	4	7	9	10	14
DEC	23	27	28	29	30						1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22

**CPD-22.911** NOTE: DEFENDANT/VIOLATOR MUST KNOW CORRECT COURT DATE (14-60 days from issuance/arrest to Traffic Court date and 30-45 days from issuance for Cook County Civil Law Citations.)

<b>INSTRUCTIONS:</b> EACH MEMBER ASSIGNED TO A KEY LETTER GROUP WILL INSERT THE MEMBER'S KEY LETTER DESIGNATION, ASSIGNED COURTROOM NUMBERS AND COURT CALL TIMES IN THE SPACES PROVIDED. WHENEVER MEMBERS ASSIGNED TO ONLY ONE MINOR COURTROOM CALL ISSUE PERSONAL SERVICE CITATIONS TO MORE THAN THIRTY-FIVE INDIVIDUAL TRAFFIC VIOLATORS (INCLUDING TRAFFIC VIOLATORS THAT QUALIFY FOR THE COURT DIVERSION PROGRAM) FOR THE SAME COURT KEY DATE, THOSE MEMBERS WILL IMMEDIATELY NOTIFY THE TRAFFIC COURT UNIT FOR A COURT-CALL CASE-LOAD EVALUATION. MEMBERS WITH CASES IN OTHER BRANCH COURTS ARE NOT TO CONTINUE THOSE CASES ON THEIR SCHEDULED TRAFFIC COURT DATES.				<b>KEY LETTER DESIGNATION</b>											
<b>MAJOR COURTROOM CITING PROCEDURES</b> ALL JAILABLE CLASS A, B, & C MISDEMEANOR OFFENSES OF THE ILLINOIS VEHICLE CODE AS WELL AS THE BELOW LISTED MISDEMEANOR TRAFFIC OFFENSES WILL BE RETURNABLE TO THE MAJOR COURTROOM. 625 ILCS 5/6 - 301 Unlawful use of license or permit **625 ILCS 5/6 - 303 Driving while license or permit is suspended or revoked **625 ILCS 5/6 - 507(b) Driving commercial vehicle while license suspended, revoked, canceled or out of service *625 ILCS 5/11 - 204 Eluding or fleeing police *625 ILCS 5/11 - 501 Driving under influence of alcohol, drugs, intoxicating compounds *625 ILCS 5/11 - 503 Reckless driving 625 ILCS 5/11 - 506 Street racing 625 ILCS 5/11 - 601.5 Speeding 26 miles or more over posted limit 625 ILCS 5/11 - 402 Leaving the scene of accident- property damage 625 ILCS 5/11 - 403 Leaving the scene of accident- injury or death 625 ILCS 5/11 - 404 Leaving the scene of accident- unattended vehicle  * Contact Felony Review when upgrading to felony charges. ** See Alternate Major Courtroom Assignments & Citing Procedures.				<b>ALTERNATE MAJOR COURTROOM ASSIGNMENTS &amp; CITING PROCEDURES</b> When 625 ILCS 5/6 - 303 or 625 ILCS 5/6 - 507(b) is the ONLY misdemeanor traffic offense, the Personal Service Citation issued for that offense and any other accompanying Personal Service Citations issued for "minor" traffic offenses and/or compliance violations will be returnable to the issuing sworn member's assigned Alternate Major Courtroom in Traffic Court on the member's court key date and assigned Minor Courtroom Time. Members can determine their Alternate Major Courtroom information by utilizing the CLEAR Court Key system. <table><tr><td>COURTROOM NUMBER</td><td>TIME</td><td>TIME</td><td>TIME</td></tr><tr><td>407</td><td></td><td></td><td></td></tr></table> <b>MINOR COURTROOM CITING PROCEDURES</b> Personal Service Citation(s) will be returnable to the issuing sworn member's Minor Courtroom in Traffic Court when issuing a traffic violator: (1) a single Personal Service Citation for one minor traffic offense requiring an appearance in court as mandated by Rule 551 of the Illinois Supreme Court, or (2) Personal Service Citations for multiple "minor" offenses, other than a compliance violation, per Rule 503 of the Illinois Supreme Court. (Exceptions listed in S04-14-02). <b>NOTE: Cook County Civil Law Citations issued for the possession of Cannabis should only be written to the Minor Courtroom.</b>				COURTROOM NUMBER	TIME	TIME	TIME	407			
COURTROOM NUMBER	TIME	TIME	TIME												
407															
COURTROOM NUMBER	TIME	TIME	COURTROOM NUMBER	TIME	TIME	TIME									



# Misdemeanor & City Ordinances

## 2023

### 2023 COURT CITING DATE CARD - FOR THE CASE ASSIGNMENT CATEGORY ENTITLED "MISDEMEANOR & CITY ORDINANCES" CHICAGO POLICE DEPARTMENT

KEY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
JAN	9	10	11	12	13	17	18	19	20	23	24	25	26	27	30	31							3	4	5	6
FEB	16	17	21	22	23	24	27	28									1	2	3	6	7	8	9	10	14	15
MAR	28	29	30	31					1	2	3	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27
APR					3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28		
MAY	10	11	12	15	16	17	18	19	22	23	24	25	26	30	31										8	9
JUN	16	20	21	22	23	26	27	28	29	30						1	2	5	6	7	8	9	12	13	14	15
JUL	26	27	28	31							3	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25
AUG	31				1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30
SEP		1	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29					
OCT	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31						2	3	4	5	6
NOV	16	17	20	21	22	27	28	29	30								1	2	3	6	7	8	9	13	14	15
DEC									1	11	12	13	14	15	18	19	20	21	22	26	27	28	29			

CPD-11.562 NOTE: DEFENDANT MUST KNOW CORRECT COURT DATE (21-49 days from arrest or 28-65 days from ANOV issuance to court date.)

INSTRUCTIONS: EACH DEPARTMENT MEMBER IS ASSIGNED A PRIMARY KEY LETTER DESIGNATION AND WILL INSERT THE MEMBER'S KEY LETTER DESIGNATION IN THE SPACES PROVIDED. MEMBERS ARE ALSO PROVIDED WITH A SECONDARY KEY LETTER DESIGNATION THAT IS 13 LETTERS APART FROM THE PRIMARY KEY ("A" AND "N," "B" AND "O," ETC.). MEMBERS WILL INCLUDE THIS SECONDARY KEY IN THE SPACE PROVIDED. BOTH KEY LETTER GROUPS WILL BE USED TO SCHEDULE COURT OR HEARING DATES FOR CITATIONS AND ARRESTS CONSISTENT WITH THE SCHEDULES OUTLINED BELOW. DEPARTMENT MEMBERS WILL ENSURE THE VICTIM/COMPLAINANT AND THE VIOLATOR KNOW THE CURRENT COURT INFORMATION, INCLUDING THE SCHEDULED DATE.	KEY LETTER DESIGNATION	
	PRIMARY	SECONDARY
<p>FOR MISDEMEANOR ARRESTS MADE OR CITATIONS ISSUED PRIOR TO 01 JANUARY 2023, MEMBERS WILL USE THEIR PRIMARY KEY LETTER GROUP IN ACCORDANCE WITH THE FOLLOWING COURT OR HEARING DATE SCHEDULE:</p> <ul style="list-style-type: none"> <li>THE SCHEDULED COURT DATE AT COOK COUNTY BRANCH COURT WILL BE 21-49 DAYS FROM THE DATE OF THE ARREST OR ISSUANCE OF AN ORDINANCE COMPLAINT.</li> <li>THE SCHEDULED HEARING AT THE CITY OF CHICAGO DEPARTMENT OF ADMINISTRATIVE HEARINGS WILL BE 28-65 DAYS FROM THE DATE OF THE ISSUANCE OF AN ADMINISTRATIVE NOTICE OF ORDINANCE VIOLATION (ANOV).</li> </ul> <p>PURSUANT TO PROVISIONS OF THE SAFE-T ACT (725 ILCS 5/109-1 SCHEDULED TO BE IMPLEMENTED ON 01 JANUARY 2023), FOR MISDEMEANOR ARRESTS MADE OR CITATIONS ISSUED ON OR AFTER 01 JANUARY 2023, THE FOLLOWING CITING SCHEDULE WILL BE USED:</p> <ul style="list-style-type: none"> <li>THE SCHEDULED COURT DATE AT COOK COUNTY BRANCH COURT WILL BE 7-21 DAYS FROM THE DATE OF THE ARREST, THE ISSUANCE OF AN ORDINANCE COMPLAINT FORM ISSUANCE, OR THE ISSUANCE OF ANOTHER CRIMINAL VIOLATION CITING DOCUMENT. MEMBERS WILL FOLLOW THE SCHEDULING PRIORITY AS OUTLINED BELOW. <ul style="list-style-type: none"> <li>MEMBERS WILL FIRST USE THEIR PRIMARY KEY LETTER DESIGNATION.</li> <li>IF THAT DATE FALLS OUTSIDE THE 7-21 DAY WINDOW, MEMBERS WILL USE THEIR SECONDARY COURT KEY DESIGNATION.</li> <li>IF THAT DATE FALLS OUTSIDE THE 7-21 DAY WINDOW, MEMBERS WILL SELECT A COURT DATE 14 DAYS FROM THE DATE OF THE ARREST OR ISSUANCE OF A CITATION.</li> </ul> </li> <li>THE SCHEDULED HEARING AT THE CITY OF CHICAGO DEPARTMENT OF ADMINISTRATIVE HEARINGS WILL BE 28-65 DAYS FROM THE DATE OF THE ISSUANCE OF AN ADMINISTRATIVE NOTICE OF ORDINANCE VIOLATION (ANOV).</li> </ul>		

## 2022

## 2022 COURT CITING DATE CARD - FOR THE CASE ASSIGNMENT CATEGORY ENTITLED "MISDEMEANOR & CITY ORDINANCES" CHICAGO POLICE DEPARTMENT

KEY	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
JAN	11	12	13	14	18	19	20	21	24	25	26	27	28								3	4	5	6	7	10
FEB	28													7	8	9	10	14	15	16	17	18	22	23	24	25
MAR		1	2	3	4	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31			
APR	13	14	15	18	19	20	21	22	25	26	27	28	29											1	11	12
MAY	19	20	23	24	25	26	27	31						2	3	4	5	6	9	10	11	12	13	16	17	18
JUN	28	29	30						1	2	3	6	7	8	9	10	13	14	15	16	17	21	22	23	24	27
JUL				1	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29			
AUG	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31				1	2	3
SEP	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30						1	2	6	7	8	9
OCT	19	20	21	24	25	26	27	28	31							3	4	5	6	7	11	12	13	14	17	18
NOV	30									1	2	3	4	7	9	10	14	15	16	17	18	21	22	23	28	29
DEC		1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	27	28	29	30				

CPD-11.562 NOTE: DEFENDANT MUST KNOW CORRECT COURT DATE (21-49 days from arrest or 28-65 days from ANOV issuance to court date.)

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