

**CRIMINAL DEFICIENCY MEMO
CHARGING DOCUMENT**

FROM: Alaska Court System

DATE: _____

AT: _____

CLERK: _____

CASE NUMBER: _____

CASE NAME: _____

TO: Office of the Prosecuting Attorney at _____

The charging document in this case is missing information required by Criminal Rule 3(c)(5)-(6). Please submit an amended charging document that includes the following:

Arrest Tracking Number (ATN)

Charge Tracking Number (CTN)

The charging document in this case is missing other information that should be included. Please submit an amended charging document that includes the following information about the defendant, if known:

Date of birth

Alaska Public Safety Information Network Identification Number (APSIN)

Operator license number or state identification number, including the **issuing state, and whether the license is a commercial driver's license.**

The criminal offense cited on the charging document is not in the Uniform Offense Citation Table (UOCT). Please file an amended or corrected charging document citing an offense that is in the UOCT or add the offense to the UOCT.

A case number was assigned in this case. A copy of the charging document is attached.

A case number was not assigned in this case because a hearing is not imminent. The original charging document is attached.

Prosecutor's Response: DPS was instructed to add the offense to the UOCT and CourtView staff were notified. An amended charging document is not required.

*[Reminder to court staff: Do **not** send this memo if the offense is either (1) a Fish and Game offense, or (2) a minor offense (either state or city). Instead, send an email to the CMS Helpdesk and attach a copy of the charging document.]*

Citation number _____ is being returned to you because it lists a minor offense charge. Minor Offense Rule 17(b) states that a minor offense **citation** may not be filed in a criminal case, except for citations charging one of the offenses listed in MO Rule 18. If you want to file this minor offense charge in a criminal case, you must follow the procedures in MO Rule 17(a) and (c).

The Information dated _____ is being returned to you because this is an alcohol underage case and the Information includes a criminal charge. Pursuant to Administrative Bulletin 7, Section II.N.2, criminal charges may not be filed in an alcohol underage case. You may re-file this Information as a new criminal case. If you choose to join the alcohol underage offenses in the criminal case, the alcohol underage case should be dismissed.