



When A Citation is Satisfied

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-313

When the Defendant Satisfies the Citation

The Court Action Report contains four copies. The original copy is sent to the Department of Safety as notification that the defendant failed to appear. The second copy of the form is sent to the department of safety, the third copy is given to the defendant, and the last copy is filed with the original citation.

When the defendant satisfies the citation, an additional entry is made on the remaining copies indicating that the citation has been satisfied.

Also, notification should be made on electronic Court Action Reports. When a citation is satisfied, an entry should be made on the electronic report.

DISCLAIMER: The letters and publications written by the MTAS consultants were written based upon the law at the time and/or a specific sets of facts. The laws referenced in the letters and publications may have changed and/or the technical advice provided may not be applicable to your city or circumstances. Always consult with your city attorney or an MTAS consultant before taking any action based on information contained in this website.

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