

MOTION TO REOPEN Policy and Procedure

It is the policy of the Circuit Judges of Dunn County that all motions to reopen civil forfeiture actions must be in writing and mailed to the Dunn County Clerk of Court's Office, 615 Stokke Parkway, Suite 1500, Menomonie, WI 54751 or hand delivered to Room 1500 in the Judicial Center. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. except holidays.

MOTION GRANTED

When your motion is filed, you will be required to pay a non-refundable \$50.00 motion fee before further dates are scheduled to hear this matter. You may pay with check, money order or cash. Your check or money order should be made payable to the Clerk of Court. If the motion fee is not received by the Clerk of Court's Office, this matter will not be reopened and your motion will be treated as if it were denied.

When you have paid the motion fee, you will be notified of the date and time of further proceedings. If for any reason you are unable to attend or wish to cancel the hearing/conference, you must notify the Court in writing no later than one week prior to that date. Failure to appear at the hearing/conference will result in you being found guilty again and the fine being confirmed. The case will be closed and no further motions to reopen this matter will be granted.

MOTION DENIED

If your motion is denied, your conviction stands, the fine must be paid, and if not paid, a judgment will be taken against you and your driver's license will be suspended or any other additional penalties allowed by law, may be levied against you. In addition to those actions, any unpaid fine may then be turned over to a collection agency.

TIME LIMITATIONS

Per Wisconsin Statute 345.51, motions to reopen shall be made within 6 months after the judgment is entered in the court record.

MOTION TO REOPEN TRAFFIC/FORFEITURES	For Court Use Only Form Provided: _____ Fee Paid: _____
Timely request. Filed within 6 months of judgment. <input type="checkbox"/> Untimely request. Filed after 6 months, but prior to one (1) year. <input type="checkbox"/> Untimely request. Beyond one (1) year.	

Name: _____

Case/Citation Number: _____

Description of Violation: _____

Please initial below that you have read and understand the following statements:

_____ The purpose of this request is not to delay payment of the forfeiture or lift suspension/commitment order for failure to pay. You must comply with the current judgment until the court orders the conviction be vacated.

_____ I have been advised and understand that a fee of \$50.00 will be required before this matter will be reopened.

_____ I have read and understand the policy and procedure attached to this form.

I am requesting this court reopen the above conviction. *Please explain your purpose for the request. (Attach additional sheets if necessary).*

I understand that I must pay the non-refundable \$50.00 motion fee. This matter will not be reopened until such fee is received by the Clerk of Court's Office. When the matter has been reopened, I will be notified of the date and time of further proceedings. If for any reason I am unable to attend or wish to cancel the hearing/conference, I will notify the court in writing no later than one week prior to that date.

 Signature

 Date

 Telephone Number

 Address

(Please include city, state & zip)

Motion to reopen is: Granted. Non-refundable \$50.00 motion fee has been paid.

Denied.

Hearing on motion set for: _____

 Circuit Court Judge-James Peterson/Rod Smeltzer

 Date

Cc: Prosecuting Attorney