

## **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.

STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY

Plaintiff

VS.

Defendant

Address

City, State, Zip

**Motion to Reopen  
Traffic Forfeiture**

Case No. \_\_\_\_\_

The above referenced case was set for  trial  
 initial appearance  
 Other: \_\_\_\_\_

on [Date] \_\_\_\_\_. Upon my failure to appear, the court entered judgment.

My failure to appear was due to \_\_\_\_\_  
\_\_\_\_\_.

I request the court reopen this matter.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Date

DISTRIBUTION:

1. Court
2. Prosecutor's Office
3. Defendant