
vs.

MOTION TO REOPEN
TRAFFIC/FORFEITURE

Case No. _____

I am requesting the court reopen the above conviction for the following reason(s): *(You must state a factual basis to reopen your case or your motion will be denied.)*

Date

Signature

Address

Telephone Number

cc: Prosecuting attorney or municipality

IMPORTANT NOTICE TO DEFENDANT FILING MOTION

MOTION GRANTED

If your motion is granted, you may be required to pay a non-refundable motion fee before further dates are scheduled to hear this matter. You will be notified that the motion was granted and that the fee is due and will have two weeks from the date of that notification to pay. You may pay with check, money order or cash. Your check or money order should be made payable to the Clerk of Courts. If the motion fee is not received by the Clerk of Courts Office within two weeks, this matter will not be reopened and your motion will be treated as if it were denied.

When you have paid the motion fee (or if it was waived by the court), 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, you must notify the court in writing no later than one week prior to that date. Failure to appear at the hearing 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, one of the following failure to pay actions may be taken against you; suspension of your driver's license, warrant and commitment to the county jail, civil judgment and/or certification to the Department of Revenue for interception of your tax refund.

TIME LIMITATIONS

Per Wis. Stat. 806.07(2), motions to reopen shall be made within a reasonable time (within 6 months per Wis. Stat. 345.51) and not more than one year after the judgment was entered or the order or stipulation was made.

The purpose of this request is not to delay payment of the forfeiture or lift suspension, warrant or any other failure to pay action. You must comply with the current judgment until the court orders the conviction to be vacated.