

REOPEN REQUEST PROCEDURE

You may request that a case(s) be reopened by completing the top portion of the attached Motion and paying a \$50 non-refundable fee per charge plus any outstanding fees associated with the charge (example: a suspension fee and failure to appear fee) with six (6) months after your case has been closed. A request to reopen a case must be based upon extremely compelling events (such as medical illness, hospitalization, or family emergency) that prevented you from posting the base fine or appearing at court. In **extremely RARE CASES**, the Judge may approve a request to reopen a case after the six (6) month period.

After the court receives the completed Motion and all reopen fees, including suspension and failure to appear fees, have been paid, your request will be reviewed by the Judge. The reason for your request must be clearly written on the motion. This is the information the Judge will consider in deciding whether or not to grant your request.

You will receive notification of approval or denial of your request within ten (10) days, so be sure that the court has your correct mailing address.

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- 2. **Motion is denied**
 - a. Set for entry of plea Date/time _____
 - b. Set for trial Date/time _____
 - c. Dismissed _____
- 3. **Other** _____
- 4. **Reopen fee** Waived _____ Imposed _____
- Suspension fee** Waived _____ Imposed _____
- 5. **Base fine** Required _____ \$ _____

Offense #2: _____ Docket # _____

- 1. **Motion to reopen is allowed and the case shall be:**
 - a. Set for entry of plea Date/time _____
 - b. Set for trial Date/time _____
 - c. Dismissed _____
- 2. **Motion is denied**
 - a. Set for entry of plea Date/time _____
 - b. Set for trial Date/time _____
 - c. Dismissed _____
- 3. **Other** _____
- 4. **Reopen fee** Waived _____ Imposed _____
- Suspension fee** Waived _____ Imposed _____
- 5. **Base fine** Required _____ \$ _____

Offense #3: _____ Docket # _____

- 1. **Motion to reopen is allowed and the case shall be:**
 - a. Set for entry of plea Date/time _____
 - b. Set for trial Date/time _____
 - c. Dismissed _____
- 2. **Motion is denied**
 - a. Set for entry of plea Date/time _____
 - b. Set for trial Date/time _____
 - c. Dismissed _____
- 3. **Other** _____
- 4. **Reopen fee** Waived _____ Imposed _____
- Suspension fee** Waived _____ Imposed _____
- 5. **Base fine** Required _____ \$ _____

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JUDGE'S SIGNATURE: _____ Date _____