

JOINT MUNICIPAL COURT

130 HARRISON STREET
NORTH PRAIRIE, WI 53153
262-392-2265 – phone
262-392-2936 - fax

MOTION TO RE-OPEN

(use this form *only* if court date has passed)

Date: _____

Name: _____.

Current Address: _____

Current Phone Number: _____

Date in which your failed to appear: _____

Citation Number(s): _____

Reason for Motion to Reopen: _____

Issuing Police Agency: Village of North Prairie Town of Mukwonago
 Village of Eagle Town of Eagle
 Village of Vernon (mostly boating citations on Eagle Springs Lake)

YOU ARE ADVISED THAT:

- *By filing this request with the court, you will be required appear at the Motion to Reopen date assigned by the Court in order to contest your citation. You will be mailed a Notice of Hearing of Court Date.*
- *There may be a reopen fee assessed at the time of the court hearing.*
- *You will not be granted any further adjournments without good cause found by the Court.*
- *Failure to appear at the assigned future court date will result in your original charges remaining and you will be required to pay your fine(s) in full as previously ordered.*

YOU ARE FURTHER ADVISED THAT:

- *Failure to pay your fine in full by the date as previously ordered by the Court, the amount due will be referred to the Wisconsin Department of Revenue State Debt Collection (SDC) for a collection action 90 days after final notice. A delinquent collection fee of 15% of the unpaid balance or \$35.00, whichever is greater, will be added to your account at the SDC. Once the debt has been referred to collections, payment is to be made through the collection agency. No Exceptions. - or-*
- *Your driving privileges may be suspended for a period of up to one year -or-*
- *A Writ of Commitment (warrant for your arrest) to have you incarcerated in the Waukesha County Jail with work release - one day for every \$50.00 due.*

This form can be mailed to the above address or dropped off at the above location. If office is closed, please place in the drop box next to the entrance. You may also fax this form to the number as listed above.

Please contact the court should you have any questions. Please be advised we are not allowed to give legal advice.