

## Instructions for Completing the Request to Reopen Form

1. **Clearly print** your name after 'Defendant', and list the case(s) you wish to reopen.
2. **Clearly print** a short explanation as to why you would like to reopen your case(s).
3. Fill in the date.
4. Sign the form.
5. Bring in or mail (to the address below) the \$50 reopening fee.
6. Please write your phone number under your signature, in the event that we have questions.

Wisconsin Rapids Municipal Court  
444 W. Grand Avenue  
Wisconsin Rapids, WI 54495

**REQUEST TO REOPEN**

Defendant, \_\_\_\_\_, requests reopening of the following case(s)

\_\_\_\_\_  
\_\_\_\_\_

My reason for reopening is: \_\_\_\_\_

\_\_\_\_\_

I understand that:

- 1. I may have to pay a nonrefundable fee for reopening the case(s);
- 2. I will have to prove the reason I am requesting a reopening; and
- 3. The judge does not have to grant the reopening. If the case is not reopened, I will still owe the forfeiture and costs due, and be found guilty as charged. If it is reopened, I will have to come to court for more hearings.

\_\_\_\_\_

\_\_\_\_\_

Dated

Signature

Case number(s): \_\_\_\_\_

Fee: \$50.00 due upon request.

## ORDER

The request to reopen is denied/granted. The defendant did/did not prove the grounds as follows:

This was a traffic/statutory counterpart/non-statutory counterpart case. (circle one)

This request was filed within \_\_\_\_ months of the entry of judgment/initial appearance.

- \_\_\_\_ 1. Failure to appear due to mistake, inadvertence, surprise or excusable neglect
- \_\_\_\_ 2. Newly discovered evidence, under State of Wisconsin Statute 805.15(3)
- \_\_\_\_ 3. Fraud, misrepresentation or other misconduct of the opposing party
- \_\_\_\_ 4. The judgment is void, satisfied, or released for discharge.
- \_\_\_\_ 5. A prior judgment upon which this judgment was based is reversed or vacated.
- \_\_\_\_ 6. It is no longer equitable to apply the judgment.
- \_\_\_\_ 7. Any other reasons justifying relief from the operation of the judgment.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Municipal Judge