

## **MOTION TO REOPEN Policy and Procedure**

It is the policy of the Circuit Court Judges of Dunn County that all motions to reopen civil forfeiture actions must be in writing and filed with the Dunn County Clerk of Court's Office.

Dunn County Clerk of Courts Office  
615 Stokke Parkway, Suite 1500  
Menomonie, WI 54751

Individuals can file by mail, in-person, and/or e-file. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. except holidays.

### **FILING FEE**

When your motion is filed it will be reviewed by the Circuit Court Judge to determine if you will be required to pay a non-refundable \$50.00 motion fee and to determine if your motion to re-open will be granted or denied.

### **MOTION GRANTED**

If your motion to reopen is granted, your case(s) will be set for further proceedings. You will receive a notice of hearing for your next hearing with instructions on how to appear. If the court grants your motion to re-open and they require that you pay the \$50.00 filing fee, you must pay the \$50.00 filing to the Dunn County Clerk of Courts office no later than 30 days from the date the Motion was granted. Failure to pay the filing fee within 30 days will result in your case(s) not being scheduled or re-opened.

### **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 may be suspended or any other additional penalties allowed by law, may be levied against you. In addition to those actions, any unpaid fine(s) could be turned over to a collection agency.

### **TIME LIMITATIONS**

Per Wisconsin Statute 345.51, motions to re-open shall be made within 6 months after judgment is entered in the court record.