

CITY OF ST. FRANCIS

Plaintiff,

-vs-

_____, Defendant
(Print Name)

Citation #(s)/Offense(s): _____

(Address)

(City, State, Zip Code)

The Defendant requests the Court to: [Check one of the following]

- MOTION TO VACATE DEFAULT JUDGMENT** – Vacate (remove) the default judgment that was imposed on me when I did not appear for my scheduled court date, allow me to enter a not guilty plea, and permit me to defend my case.
- MOTION TO VACATE LICENSE SUSPENSION** – Vacate (remove) the Order of Suspension of my driving privileges entered against me due to non-payment of my fine, grant me an extension of time to pay my fine, or provide any reasonable way for me to take care of my fine.
- MOTION TO MODIFY SENTENCE** – Modify the sentence that was imposed on me when I was convicted of the charge(s).

Reason(s) for request: [Note, for all motions involving default judgments, you must also state the reason for not appearing at the originally scheduled date.]

REQUIREMENTS FOR ALL MOTIONS:

- **You must appear in person** before the Municipal Judge at 3400 E. Howard Avenue, St. Francis, Wisconsin **at the date and time stated below**. If you do not appear at that time, your motion will **not** be granted.
- If your driver’s license is suspended, or if there is an outstanding warrant, arising out of your failure to pay the above-referenced citations, no changes will occur unless you appear in Municipal Court **and** your request to reopen is granted by the Judge.
- The Judge may assess costs of not less than \$25.00 nor more than \$50.00 at the time of hearing your request **even if your request is not granted**. **If costs are assessed, they will be immediately due at the time of your appearance.**

I have read all of the Requirements and agree to them.

Dated: _____, 20_____

[Signature]

[Print Name]

DO NOT WRITE BELOW THIS LINE:

You must appear on MONDAY, _____, 2016 at 6:00 P.M. Failure to appear will result in a denial of your motion and the Court may assess costs.

BY THE COURT:
HON. PETER C. HEMMER

Original – Court
Xerox Copy – City Attorney
Xerox Copy – Defendant