

CITY OF ST. FRANCIS

Plaintiff,

-vs-

\_\_\_\_\_, Defendant (Print) Citation #(s): Offense(s):
\_\_\_\_\_, (Address)
\_\_\_\_\_, (City, State, Zip Code)
\_\_\_\_\_, (Phone Number)

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, WI 53235 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 due immediately 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, \_\_\_\_\_, 20\_\_\_\_ at 5:30 P.M. Failure to appear will result in the denial of your motion and the Court may assess costs.

BY THE COURT:

HON. PETER C. HEMMER

Received By: \_\_\_\_\_

Received Date: \_\_\_\_\_