

## MOTION TO REOPEN Policy and Procedure

It is the policy of the Circuit Judges of Chippewa County that all motions to reopen civil forfeiture actions must be in writing and mailed to the Clerk of Court's Office, Chippewa County Courthouse, 711 N. Bridge Street, Chippewa Falls, WI 54729; hand delivered to Room 220 in the Courthouse; or in a sealed envelope and placed in the drop box outside of Room 220 outside of business hours.

**Office hours:** Monday - Thursday, 7:30 am to 4:30 pm and Friday 7:30 am to 11:30 am except holidays

### **MOTION GRANTED**

If your motion is granted:

- **You may be required to pay a non-refundable \$50.00 motion fee** before further dates are scheduled to hear this matter.
- You will be notified by mail that the motion was granted and that the fee is due and will have **two (2) weeks from the date the order was signed to pay the fee.**

**If the motion fee is not received by the Clerk of Court's Office within those two (2) weeks, this matter will not be reopened and your motion will be treated as if it were denied.**

When you have paid the motion fee (or if it was waived by the Court), you will be notified of the date and time of further proceedings by mail.

If for any reason you are unable to attend or wish to cancel the hearing/conference, you must notify the Court in writing no later than one week prior to that date.

Failure to appear at the hearing/conference will result in your being found guilty again and the fine being confirmed. The case will be closed and no further motions to reopen this matter will be granted.

### **MOTION DENIED**

If your motion is denied or set for hearing and notice sent:

- Your conviction stands and the fine must be paid.
- If not paid, a judgment will be taken against you and your driver's license will be suspended or a commitment order will be issued for your arrest.

In addition to those actions, any unpaid fine may be submitted to the Dept of Revenue for tax interception.

### **TIME LIMITATIONS**

Per Wisconsin Statute 806.07(2), motions to reopen shall be made within a reasonable time (0-6 months) and shall not exceed one year after the judgment was entered or the order was made.

**Information regarding your motion status can be looked up at [www.wicourts.gov](http://www.wicourts.gov) and doing a case search with only last and first name fields entered to get the most results to return.**

### **WAYS TO PAY**

- ☐ **Check or money order made out to "Clerk of Court"**-please indicate it is for a motion fee.

- ☐ **GovPayNow:**

Visa, MasterCard, American Express, Discover credit or debit card; 24 hours

Internet service fee - percentage rate based on payment amount

**[www.govpaynow.com/gps/user/plc/1116](http://www.govpaynow.com/gps/user/plc/1116)**



Pay Location Code: 1116

Citation#: Motion Fee

Appearance date: *date you are making payment*

- ☐ **By telephone:** 1-888-604-7888

Phone service fee - percentage rate based on payment amount

- ☐ **Wisconsin Court System website:**

MasterCard, VISA or electronic check with the following non-refundable fees charged by US Bank to process the payment.

**[www.wicourts.gov/ecourts/payonline.htm](http://www.wicourts.gov/ecourts/payonline.htm)**



Credit card - 2.75% convenience fee.

Electronic check - \$2.50 flat fee