



REOPEN REQUEST PROCEDURE

You may request that a case(s) be reopened by completing the enclosed MOTION TO REOPEN on the back of this page and paying a \$75 non-refundable fee per charge plus any outstanding fees associated with the charge (ex: a suspension fee) within 6 months after your case has been closed.

A request to reopen a case must be based upon extremely compelling events that prevented you from posting the base fine or appearing at court. Examples of extremely compelling events that will be considered by the Judge include medical illness, hospitalization, or a family emergency. In extremely rare circumstances, the court may approve a reopen request after the 6-month period.

After the court receives the completed MOTION TO REOPEN and all reopen fees have been paid, your request will be reviewed by the judge. The reason for your reopen request must be clearly written on the Motion. This is the information the judge will consider in deciding whether or not to grant your reopen request.

The court will send you notification of the approval or denial of your request within seven (7) days. Please be sure the court has your correct mailing address.

IN THE MUNICIPAL COURT, FOR THE CITY OF EUGENE, LANE COUNTY, THE STATE OF OREGON

THE STATE OF OREGON,)
Plaintiff,)
vs.)
_____,)
Defendant.)
DL: _____ State: _____ DOB: _____)

Case No: _____

MOTION TO REOPEN

Defendant requests that the court reopen the case charging the defendant with the offense(s) of:

Charge 1 – Case # _____ Offense _____

Reopen Fee Paid \$ _____ Suspension Fee Paid \$ _____ Date _____

Charge 2 – Case # _____ Offense _____

Reopen Fee Paid \$ _____ Suspension Fee Paid \$ _____ Date _____

Charge 3 – Case # _____ Offense _____

Reopen Fee Paid \$ _____ Suspension Fee Paid \$ _____ Date _____

Defendant's Motion to Reopen is based upon the following factual circumstance which prohibited the defendant appearing at court or posting the base fine:

Defendant

Date