

## HOW TO FILE A MOTION TO RE-OPEN CASE (ON A CITATION)

### Instructions:

1. Obtain a court date and a copy of the paid citation at the Criminal Filing Desk at the appropriate court location in Dakota County.
2. Fill out the attached Notice of Motion and Motion to Re-Open Case and sign and date it.
3. Make two copies of the completed Notice of Motion and Motion paperwork. One copy is for you and the other copy must be served upon the prosecutor. A list of mailing addresses for all Dakota County prosecutors is attached.
4. Have a third party (NOT YOU) who is 18 years or older, mail a copy of the papers to the other party. They can be mailed on any day EXCEPT a legal holiday. Court Rules require FIRST CLASS MAIL only, not certified or registered mail. The person who mailed the papers to the other party must then complete an Affidavit of Service by Mail (also attached).

**Please Note:**

- DO NOT have the person fill out the Affidavit of Service by Mail until AFTER they have mailed a copy of the papers to the other party.
- DO NOT have the person sign the Affidavit of Service by Mail until they are in the presence of a Notary Public or a Deputy Court Administrator.

5. File the original Notice of Motion and Motion paperwork, and the original Affidavit of Service at the Criminal Filing Desk where you obtained the court date.
6. **NOTE:** Your case will not be placed on the court's calendar until you file the original documents which must be done at least seven (7) days prior to the court date.

**COURT PERSONNEL CANNOT HELP YOU FILL OUT THE FORM(S) IN THIS PACKET.  
IF YOU REQUIRE ASSISTANCE, YOU SHOULD SEEK THE ADVICE OF AN ATTORNEY.**

**State of Minnesota**

**District Court**

County of: DAKOTA

Judicial District: FIRST  
Court File Number: \_\_\_\_\_  
Case Type: CRIMINAL

**State of Minnesota**

**NOTICE OF MOTION AND MOTION  
TO RE-OPEN CASE**

**Vs.**

\_\_\_\_\_  
**Name of Defendant**

1. My name is: \_\_\_\_\_
2. My date of birth is: \_\_\_\_\_
3. My address and local telephone are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. My driver license number is: \_\_\_\_\_
5. The citation number is: \_\_\_\_\_
6. I should be allowed to re-open my case for the following reason(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. The date of the hearing is \_\_\_\_\_

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

**State of Minnesota**

County of Dakota

**District Court**

Judicial District : First

Court File Number: \_\_\_\_\_

Case Type: Criminal

**Affidavit of Service**

STATE OF MINNESOTA )

COUNTY OF \_\_\_\_\_ )  
(County where Affidavit signed)

I, \_\_\_\_\_ being duly sworn upon oath, state that I am at  
(Name of person who mailed the documents)

least 18 years of age; that on \_\_\_\_/\_\_\_\_/\_\_\_\_ I served the attached documents (**Copy of**

**Notice of Motion and Motion**) by mailed a true and correct copy to the following party at the

following address by placing the documents in the U.S. mail in the City of \_\_\_\_\_

with sufficient postage:

Prosecuting Attorney for the City of \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature  
(Sign only in front of Notary Public or Deputy Court Administrator)

Name: \_\_\_\_\_

Sworn/affirmed before me this

Address: \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

## DAKOTA COUNTY PROSECUTORS

<p><b>Apple Valley Prosecuting Attorney</b> Dougherty, Molenda, Solfest, Hills &amp; Bauer 14985 Glazier Avenue, Suite 525 Apple Valley, MN 55124</p>	<p><b>Mendota Prosecuting Attorney</b> Eckberg Lammers 1809 Northwestern Avenue Stillwater, MN 55082</p>
<p><b>Burnsville Prosecuting Attorney</b> Campbell, Knutson, PA 1380 Corporate Center Curve, Suite 317 Eagan, MN 55121</p>	<p><b>Mendota Heights Prosecuting Attorney</b> Grannis &amp; Hauge, PA 1260 Yankee Doodle Road, Suite 200 Eagan, MN 55121</p>
<p><b>Coates Prosecuting Attorney</b> Dougherty, Molenda, Solfest, Hills &amp; Bauer 14985 Glazier Avenue, Suite 525 Apple Valley, MN 55124</p>	<p><b>Miesville Prosecuting Attorney</b> Fluegel Law Firm, PA 999 Westview Drive Hastings, MN 55033</p>
<p><b>Dakota County Attorney</b> 1560 W Highway 55 Hastings, MN 55033</p>	<p><b>New Trier Prosecuting Attorney</b> Lampe Law Group, LLP 105 E 5<sup>th</sup> Street, PO Box 240 Northfield, MN 55057</p>
<p><b>Eagan Prosecuting Attorney</b> Grannis &amp; Hauge, PA 1260 Yankee Doodle Road, Suite 200 Eagan, MN 55121</p>	<p><b>Northfield Prosecuting Attorney</b> Eckberg Lammers 1809 Northwestern Avenue Stillwater, MN 55082</p>
<p><b>Farmington Prosecuting Attorney</b> Campbell, Knutson, PA 1380 Corporate Center Curve, Suite 317 Eagan, MN 55121</p>	<p><b>Randolph Prosecuting Attorney</b> Lampe Law Group, LLP 105 E 5<sup>th</sup> Street, PO Box 240 Northfield, MN 55057</p>
<p><b>Hampton Prosecuting Attorney</b> Lampe Law Group, LLP 105 E 5<sup>th</sup> Street, PO Box 240 Northfield, MN 55057</p>	<p><b>Rosemount Prosecuting Attorney</b> Fluegel Law Firm, PA 999 Westview Drive Hastings, MN 55033</p>
<p><b>Hastings Prosecuting Attorney</b> Fluegel Law Firm, PA 999 Westview Drive Hastings, MN 55033</p>	<p><b>South St. Paul Prosecuting Attorney</b> Campbell, Knutson, PA 1380 Corporate Center Curve, Suite 317 Eagan, MN 55121</p>
<p><b>Inver Grove Heights Prosecuting Attorney</b> LeVander, Gillen &amp; Miller, PA 633 S. Concord, Suite 400 So. St. Paul, MN 55075</p>	<p><b>Sunfish Lake Prosecuting Attorney</b> LeVander, Gillen &amp; Miller, PA 633 S. Concord, Suite 400 So. St. Paul, MN 55075</p>
<p><b>Lakeville Prosecuting Attorney</b> Campbell, Knutson, PA 1380 Corporate Center Curve, Suite 317 Eagan, MN 55121</p>	<p><b>Vermillion Prosecuting Attorney</b> Fluegel Law Firm, PA 999 Westview Drive Hastings, MN 55033</p>
<p><b>Lilydale Prosecuting Attorney</b> Eckberg Lammers 1809 Northwestern Avenue Stillwater, MN 55082</p>	<p><b>West St. Paul Prosecuting Attorney</b> LeVander, Gillen &amp; Miller, PA 633 S. Concord, Suite 400 So. St. Paul, MN 55075</p>