

**HOW TO FILE A MOTION TO RE-OPEN A PREVIOUSLY PAID MINNEAPOLIS
(DIVISION ONE) CITATION**
***KEV QHIB ROOJ PLAUB UAS TWB THEM NQI PIB TXHAUM CAI TAG NYOB RAU
HAUV MINNEAPOLIS (FAB IB)***

The person desiring to re-open a previously paid citation must do the following things:
Tus neeg xav rov qhib rooj plaub uas twb them nqi pib txhaum cai tag lawm yuav tau ua raws li cov nram no:

1. Obtain a copy of the paid citation, which can be picked up at the Violations Bureau.
 1. *Mus muab kom tau daim pib txhaum cai uas twb them tag lawm, uas yog mus nqa tau tom lub chaw them nqi txhaum cai Violations Bureau.*
2. Prepare the Motion on the attached sheet of paper with the following:
 - a. your full name and date of birth
 - b. your address and local phone number
 - c. your driver license number
 - d. the citation number
 - e. a short paragraph with the reasons why the citation should be re-opened
 - f. the date your are signing the motion
 - g. your signature
 - h. your printed name
2. *Npaj cov lus Thov rau ntawm cov ntawv rhais no kom muaj cov nram no:*
 - a. *koj lub npe thiab hnuv yug*
 - b. *koj qhov chaw nyob thiab xov tooj hauv zos*
 - c. *koj daim ntawv tsav tsheb tus zauv*
 - d. *tus zauv ntawm daim pib txhaum cai*
 - e. *piav me ntsis seb vim li cas thiaj xav rov qhib dua rooj plaub ntawm daim pib*
 - f. *rau hnuv uas koj kos npe rau tsab ntawv thov*
 - g. *kos koj lub npe*
 - h. *sau koj lub npe txhob sib cab*
3. Obtain a court date at least three weeks from the day you sign the Motion. Obtain the court date at the criminal district court filing clerk on the Public Service Level of the Hennepin County Government Center. All hearings heard on the Minneapolis Pretrial calendar at 11:00 a.m. on a Thursday are for Minneapolis –Division One Citations only! The clerk will give you a document called “REPORT TO COURT.”
3. *Muab hnuv yuav mus sib hais kom nrug deb li peb lub lim piam txij li hnuv koj kos npe rau Tsab Ntawv Thov. Mus muab hnuv sib hais hauv lub cheeb tsam tsev hais plaub txhaum kev cai ntawm Tshooj Pab Pej Xeem hauv Cheeb Nroog Hennepin Tsoom Fwv Lub Chaw Khiav Dej Num. Tag nrho Minneapolis cov sij hawm sib hais thawj zaug yog thaum 11:00 teev sawv ntxov rau hnuv Thursday rau hauv Minneapolis –Fab Ib Cov Pib Txhaum Cai xwb! Tus neeg teev ntaub ntawv yuav muab ib tsab ntawv hu ua “TUAJ RAU HAUV TSEV HAIS PLAUB” rau koj.*

4. Make two copies of the completed Motion, two copies of the citation and two copies of the Report to Court. One copy is for you and the other copy must be served upon the Minneapolis City Attorney.
4. *Luam ob daim Tsab Ntawv Thov, ob daim pib txhaum cai thiab ob daim Tuaj Rau Hauv Tsev Hais Plaub. Ib daig ib yam yog rau koj hos xa ib daig ib yam mus rau tus Kws Lij Choj Rau Zos Minneapolis.*
5. To serve the Minneapolis City Attorney, deliver a copy of all the documents to the Minneapolis City Attorney at 333 So. 7th Street, Suite 300, Minneapolis. The person at the City Attorney's office who accepts the documents should sign or print his or her name on the Affidavit of Personal Service.
5. *Kom xa tau rau Zos Minneapolis Tus Kws Lij Choj, nqa ib daig ib yam tag nrho mus rau Zos Minneapolis Tus Kws Lij Choj ntawm 333 So. 7th Street, Suite 300, Minneapolis. Tus neeg hauv lub Zos Tus Kws Lij Choj uas txais cov ntaub ntawv yuav tsum kos thiab sau nws lub npe rau Tsab Ntawv Pov Thawj Xa Ntaub Ntawv.*
6. Bring the original Motion, a copy of the citation, and the original Affidavit of Personal Service back to the criminal district court filing counter and file these by giving them to the clerk. NOTE: your case will not be placed on the court's calendar until you file the documents.
6. *Nqa Tsab Ntawv Thov tseem, luam ib daim ntawv txhaum cai, thiab Tsab Ntawv Pov Thawj Xa Ntaub Ntawv tseem tuaj rau hauv lub cheeb tsam tsev hais plaub txhaum kev cai thiab muab cov ntaub ntawv no rau tus neeg teev ntaub ntawv. FAJ SEEB: yuav tsis muab koj rooj plaub koj los tso rau cov sij hawm yuav sib hais plaub ntug kom txog thaum koj muab koj cov ntaub ntawv rau lub tsev hais plaub.*
7. Note: if you are re-opening your case because someone else used your name, bring that person to court with you.
7. *Faj Seeb: yog koj xav rov qhib koj rooj plaub vim yog lwm tus neeg siv koj lub npe, koj tus neeg ntawd tuaj hauv tsev hais plaub.*

STATE OF MINNESOTA
XEEV MINNESOTA

DISTRICT COURT
CHEEB TSAM TSEV HAIS PLAUB

COUNTY OF HENNEPIN
CHEEB NROOG HENNEPIN

FOURTH JUDICIAL DISTRICT
CHEEB TSAM CIAJ CIAM PLAUB

_____,
Plaintiff

**MOTION TO RE-OPEN A
PREVIOUSLY PAID CITATION**

_____,
Tus Neeg Raug Iab Liam

CAI TAG

**NTAWV THOV ROV QHIB ROOJ
PLAUB THEM NQI NTAWV TXHAUM**

1. My name is
Kuv lub npe yog _____.

2. My date of birth is
Kuv lub hnuv yug yog _____.

3. My address and local telephone number are
Kuv qhov chaw nyob thiab tus xov tooj hauv zos yog

_____.

4. My driver license number is
Tus zauv ntawm kuv daim ntawv tsav tsheb yog
_____.

5. The citation number is
Tus zauv ntawm daim pib txhaum cai yog
_____.

6. The citation should be re-opened because
Yuav tsum rov qhib daim pib txhaum cai no vim tias

_____.

_____.

Date: _____
Hnub:

Signature
Kos Npe

Printed Name
Sau Npe

AFFIDAVIT OF PERSONAL SERVICE
TSAB NTAWV POV THAWJ NQA NTAUB NTAWV

STATE OF MINNESOTA
COUNTY OF HENNEPIN
XEEV MINNESOTA
CHEEB NROOG HENNEPIN

CITATION NUMBER: _____

DAIM PIB TXHAUM CAI TUS ZAUV: _____

I _____, being first duly sworn, deposes and says

That on the _____ day of _____, 20_____, the following documents were served: Copy of Citation, Copy of Motion and a Copy of my Court Date _____, upon

(Name of person receiving the documents): _____

therein named, personally at _____

in the county of Hennepin, State of Minnesota by handing to and leaving true and correct copies thereof with (*Name of person who accepted the documents*): _____

Kuv _____, *lees, teev lus thiab hais ncaj tias*

thaum hnuv _____ *ntawm lub* _____, 20_____, *tau xa cov ntaub ntawv*

nram no: *Luam Daim Pib Txhaum Cai, Luam Tsab Ntawv Thov thiab Luam Kuv Hnuv*

Yuav Mus Sib Hais Plaub, rau (Tus neeg yuav tsum txais tau cov ntaub ntawv npe): _____

_____ *uas teev muaj npe no rau ntawm* _____

hauv lub cheeb nroog Hennepin, Xeev Minnesota uas yog cev kiag rau thiab cia cov ntaub

ntawv luam tseeb nrog rau (Tus neeg txais kiag cov ntaub ntawv npe): _____

Signature

Kos Npe

Subscribed and Sworn to before me this _____ day of _____, 20_____

Tso Cai thiab Lees tim ntsej tim muag ntawm kuv rau hnub _____ ntawm lub _____, 20_____

Name and Seal Required

Yuav Tsum Muaj Npe thiab Ntaus Cim Kaw Cia