

**HOW TO FILE A MOTION TO RE-OPEN A PREVIOUSLY PAID MINNEAPOLIS**  
**(DIVISION ONE) CITATION**  
***SIDA LOO XAREEYO CODSIGA DIB LOOGU EEGAYO GANAAXA (QAYBTA KOWAAD)***  
***EE MINNEAPOLIS EE HOREY LA BIXIYAY***

The person desiring to re-open a previously paid citation must do the following things:  
*Qofka doonayo in dib eego ganaax horay loo bixiyay waa in uu sameeya waxyaabaha soo socda:*

1. Obtain a copy of the paid citation, which can be picked up at the Violations Bureau.
  1. *Soo qaataa koobiga ganaaxa la bixiyay, oo laga heli karo Guddiga Sharci-jabinta (Violations Burea).*
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. *Soo diyaariyaa Codsiga oo warqad ku soo lifaaqaa waxa soo socda:*
  - a. *magacaaga iyo taariikhda dhalashada*
  - b. *cinwaankaaga iyo telefoon lambarkaaga*
  - c. *lambarka shaatigaaga gaariga lagu wado*
  - d. *lambarka ganaaxa*
  - e. *Faalo gaaban oo aad qoraysid sababaha keenaya in kiiska dib loo furo*
  - f. *taariikhda aad sixiixaysid codsiga*
  - g. *saxiixaaga*
  - h. *magacaaga oo daabacan*
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. *Ballan maxkamad ka qabso ugu yaraan saddex usbuuc ee ku xiga taariikhda Codsiga. Ballan maxkamadeed ka qabso meesha laga xareeyo ee maxakamadda dembiyada ee xoghaynta Heerka Adeegyada Bulshada ee Degmada Hennepin Xarunta Dawladda. Dacwadda qaybta kowaad ee Minneapolis waxaa la dhagaystaa maalinta Khamiista ah 11ka barqadii. Xoghaynta ayaa ku siinaya dukumiintiga la yiraaho “REPORT TO COURT” (WARBIXINTA MAXKAMADDA).*

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. *Laba koobi ka samayso Codsiga aad buuxisayy, laba koobi oo tigidka ganaaxa iyo laba koobi ee Warbixinta Maxkamadda loo diray. Hal koobi adiga ayaa haysanaya koobiga kalena waa in loo diro Qareenka Magaalada 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. *Si loogu diro Qareenka Magaalada Minneapolis, u dir hal koobi ee dukumiintiyada oo idil Minneapolis City Attorney at 333 So. 7th Street, Suite 300, Minneapolis. Qofka jooga xafiiska Qareenka Magaalada ayaa guddoomaya dukumiintiyada oo idil waa in uu ku sixiixo ama ku dabaaco magaciisa ama magaceeda Qoraalka maragkaca ee Dirista.*
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. *Codsiga asalka ahaa soo qaado, koobiga tigidka ganaaxa, iyo asalka Qoraalka maragkaca ee Dirista Shakhsiga ah ku soo celi miiska maxkamadda degmada ee dembiyada laga xareeyo adigoo u dhiibaya xoghaynta. XUSUUSO: dacwadaada laguma darayo jadwalka maxkamadda illaa aad dukumiintiyada xaraysid.*
7. Note: if you are re-opening your case because someone else used your name, bring that person to court with you.
7. *Xusuuso: haddii aad dib u furaysid dacwadaada kaddib marka uu qof kale magaacaga isticmaalay, qofkaas maxkamadda u soo wado.*

**STATE OF MINNESOTA  
GOBOLKA MINNESOTA**

**DISTRICT COURT  
MAXKAMADDA DEGMADA**

**COUNTY OF HENNEPIN  
DEGMADA HENNEPIN**

**FOURTH JUDICIAL DISTRICT  
GARSOORKA AFARAAD ee DEGMADA**

\_\_\_\_\_,  
*Pantiff*

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

\_\_\_\_\_,  
*Dacwoodaha*

**CODSIGA DIB LOOGU FURAYO  
GANAAAX LA BIXIYAY**

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1. My name is  
*Macagayga waa* \_\_\_\_\_.

2. My date of birth is  
*Taariikhda aan dhashay waa* \_\_\_\_\_.

3. My address and local telephone number are  
*Cinwaanka iyo telefoon lamabarkayga waa*  
\_\_\_\_\_  
\_\_\_\_\_.

4. My driver license number is  
*Lambarka ogolaanshaha wadida gaadiidka waa* \_\_\_\_\_.

5. The citation number is  
*Lambarka tigidka ganaaxa waa* \_\_\_\_\_.

6. The citation should be re-opened because  
*waxaan rabaa in ganaaxa dib loo furo sababta waa*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

*Date:* \_\_\_\_\_  
*Taariikhda:*

\_\_\_\_\_  
*Signature*  
*Sixiixa* \_\_\_\_\_  
*Printed Name*  
*Magacaaga oo buuxa*

**AFFIDAVIT OF PERSONAL SERVICE**  
**QORAALKA MARAGKACA EE DIRISTA SHAKHSIGA AH**

STATE OF MINNESOTA  
COUNTY OF HENNEPIN  
GOBOLKA MINNESOTA  
DEGMADA HENNEPIN

CITATION NUMBER: \_\_\_\_\_

LAMBARKA TIGIDKA: \_\_\_\_\_

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)*: \_\_\_\_\_

Aniga \_\_\_\_\_, oo halkan la igu dhaariyey, aan ku caddaynay iyo ka sheegayaa Marka taariikhdu ahayd \_\_\_\_\_ maalinta \_\_\_\_\_, 20\_\_\_\_\_, dukumiintiyada soo soca waxa aan u diray: Kobiga Tigidka, Koobiga Codsiga iyo Koobiga Taariikhda Maxkamaddayda \_\_\_\_\_, aan u dhibay *(Magaca qofka qaabilaya dukumiintiyada)*:

\_\_\_\_\_ magaciisanaha ee jooga

\_\_\_\_\_ degmada Hennepin,

Gobolka Minnesota oo aan u dhiibay ugana tagay koobiya dhabta ee saxda ah oo aan qofkan u dhibay *(Magaca qoflka aqbalaya dukumiintiyada)*: \_\_\_\_\_

\_\_\_\_\_  
Signature

Sixiixa

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Loo yaqaanoo iyo Hortayda lagu dhaariyay \_\_\_\_\_ maalinta \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name and Seal Required

Magaca iyo Shaabbadda la iska rabo