

Instructions for Motion to Withdraw a Plea of Guilty to a Citation

Use this information for payable citations filed in Ramsey County

1. Fill out the attached Notice of Motion and Motion to Withdraw a Plea of Guilty to a Citation.
 - If you do not have your court file number, you can find it at www.mncourts.gov. You can look up the court file number by citation number or by your name. If you need further assistance please call 651-281-3219 (metro) or 1-800-657-3611.
 2. Make two copies of the completed Notice of Motion and Motion paperwork. One copy is for you to keep, and the other copy must be served on the prosecutor.
 3. Have a third party (not you) who is 18 years or older and not involved in the case, mail a copy of the motion paperwork to the prosecuting attorney. The addresses are listed on the last page. The prosecuting attorney is based on the city where your citation was issued.
 - The envelope should be mailed using first class mail. It cannot be mailed on a legal holiday.
 4. The person who mailed the copy of the Notice of Motion and Motion paperwork must complete the Proof of Service. This must be completed after the envelope has been mailed.
 5. File the original Notice of Motion and Motion paperwork, and the original Proof of Service with Ramsey District Court. You can mail in the original documents or drop them off at the public service counter.
- Ramsey District Court
Criminal and Traffic Division
15 West Kellogg Boulevard Room 130
Saint Paul, MN 55102
6. Once submitted a judge will review the motion. You will be notified of their decision by mail.

State of Minnesota

District Court

County of Ramsey	Judicial District:	Second
	Court File Number:	
	Case Type:	Criminal

State of Minnesota

vs

**NOTICE OF MOTION AND
MOTION TO WITHDRAW A
PLEA OF GUILTY TO A CITATION**

ST. PAUL SUBURBAN

Defendant

Section 1

Name:	Date of Birth:
Address:	Email Address:
	Phone Number:

Section 2

I should be allowed to withdraw my plea of guilty entered on _____ for the following reason(s):

**I declare under penalty of perjury that everything I have stated in this document is true and correct.
Minn. Stat. §. 358.116**

I am signing this document in _____ County, in the State of _____

Date: _____

Signature

Printed Name

County of Ramsey	Judicial District:	Second
	Court File Number:	
	Case Type:	Criminal

Proof of Service

I, _____, state under penalty of perjury that:
(name of person who mailed the documents)

1. I am at least 18 years of age;
2. I served the attached documents (Copy of Notice of Motion and Motion to Withdraw a Plea of Guilty) on the prosecutor listed below, by placing the documents in the U.S. mail with sufficient postage and addressing it to the following address:

<p>Prosecuting Attorney for the City of:</p> <p>Address:</p>
--

3. I am signing this document in _____ County, in the State of _____

**I declare under penalty of perjury that everything I have stated in this document is true and correct.
Minn. Stat. § 358.116**

Date: _____

Signature of person who mailed documents

Print Name _____

Address _____

City/State/Zip _____

Telephone _____

Email _____

RAMSEY COUNTY PROSECUTOR ADDRESSES

<p><u>Arden Hills</u> <i>Kelly & Lemmons, P.A.</i> 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p><u>Falcon Heights</u> <i>HJ Law</i> 9422 Ulysses St. NE Suite 120 Blaine, MN 55434</p>	<p><u>Gem Lake</u> GDO Law 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>	<p><u>Lauderdale</u> <i>HJ Law</i> 9422 Ulysses St. NE Suite 120 Blaine, MN 55434</p>
<p><u>Little Canada</u> <i>Kelly & Lemmons, P.A.</i> 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p><u>Maplewood</u> <i>Kelly & Lemmons, P.A.</i> 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p><u>Mounds View</u> <i>HJ Law</i> 9422 Ulysses St. NE Suite 120 Blaine, MN 55434</p>	<p><u>New Brighton</u> GDO Law 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>
<p><u>North Oaks</u> <i>Kelly & Lemmons, P.A.</i> 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p><u>North Saint Paul</u> <i>Erickson, Bell, Beckman & Quinn, P.A.</i> 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p><u>Roseville</u> <i>Erickson, Bell, Beckman & Quinn, P.A.</i> 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p><u>Saint Paul</u> <i>St. Paul City Attorney</i> City Hall, Room 500 15 W. Kellogg Blvd. Saint Paul, MN 55102</p>
<p><u>Shoreview</u> <i>Kelly & Lemmons, P.A.</i> 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p><u>State Fair</u> GDO Law 4770 White Bear Pkwy Suite 100 White Bear Lake, MN 55110</p>	<p><u>Vadnais Heights</u> <i>Erickson, Bell, Beckman & Quinn, P.A.</i> 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p><u>White Bear Lake</u> GDO Law 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>
<p><u>White Bear Township</u> <i>Erickson, Bell, Beckman & Quinn, P.A.</i> 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>			