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## **REOPEN REQUEST PROCEDURE**

You may request that a case(s) be reopened by completing the top portion of the MOTION TO REOPEN: ORDER 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: ORDER 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.

CITY OF EUGENE  
MUNICIPAL COURT

CITY OF EUGENE Plaintiff  
v.

MOTION & ORDER TO REOPEN

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

Charge 1 - Docket # \_\_\_\_\_ Offense \_\_\_\_\_

Reopen Fee Paid \$ \_\_\_\_\_ Suspension Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Charge 2 - Docket # \_\_\_\_\_ Offense \_\_\_\_\_

Reopen Fee Paid \$ \_\_\_\_\_ Suspension Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Charge 3 - Docket # \_\_\_\_\_ 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

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ORDER

The Court, having considered the Motion of the defendant to reopen the above entitled case(s) IT IS HEREBY ORDERED:

Offense #1: \_\_\_\_\_ Docket # \_\_\_\_\_

1. **The motion to Reopen is allowed and the case shall be:**

- a. Set for entry of a plea \_\_\_\_\_
- b. Set for trial \_\_\_\_\_
- c. Dismissed \_\_\_\_\_

2. **The defendant's Motion is denied** \_\_\_\_\_

3. **Other:** \_\_\_\_\_

4. **Reopen fee:** Waived \_\_\_ Imposed \_\_\_

**Suspension Fee:** Waived \_\_\_ Imposed \_\_\_

5. **Base fine:** Required \_\_\_ ROR \_\_\_

Offense #2: \_\_\_\_\_ Docket# \_\_\_\_\_

1. **The motion to Reopen is allowed and the case shall be:**

- a. Set for entry of a plea \_\_\_\_\_
- b. Set for trial \_\_\_\_\_
- c. Dismissed \_\_\_\_\_

2. **The defendant's Motion is denied.** \_\_\_\_\_

3. **Other:** \_\_\_\_\_

4. **Reopen fee:** Waived \_\_\_ Imposed \_\_\_

**Suspension Fee:** Waived \_\_\_ Imposed \_\_\_

5. **Base fine:** Required \_\_\_ ROR \_\_\_

Offense #3: \_\_\_\_\_ Docket # \_\_\_\_\_

1. **The motion to Reopen is allowed and the case shall be:**

- a. Set for entry of a plea \_\_\_\_\_
- b. Set for trial \_\_\_\_\_
- c. Dismissed \_\_\_\_\_

2. **The defendant's Motion is denied** \_\_\_\_\_

3. **Other:** \_\_\_\_\_

4. **Reopen fee:** Waived \_\_\_ Imposed \_\_\_

**Suspension Fee:** Waived \_\_\_ Imposed \_\_\_

5. **Base fine:** Required \_\_\_ ROR \_\_\_

JUDGES SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_