Village of
Ashwaubenon
2155 Holmgren Way • Ashwaubenon, WI 54304
www.ashwaubenon.com
P: 920.492.2307 F: 920.492.2311

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Questions? Please call (920) 492-2307
Monday thru Friday 8 a.m. – 4:30 p.m.

*PLEASE **PRINT** ALL ANSWERS ON FORM*

Municipal Court
- Request to Reopen Case -

Defendant Information

Name _____ Date of Birth _____
(Last, First, Middle)

Street Address _____ Cell Phone # _____

City, State, Zip _____ Home Phone # _____

Details of Request to Reopen Case

Citation Number(s): _____ Charges(s): _____

_____ _____

_____ _____

_____ _____

My reason for reopening is as follows:

_____

_____

_____

_____

_____

_____

_____

I Understand the Following

1. I will have to pay a $30.00 nonrefundable fee for reopening the case(s).
2. I will have to provide the reason I am requesting a reopening.
3. The Judge does not have to grant the reopening. If my case is not reopened, I will still owe the forfeiture (if not already paid in full) and costs and be found guilty as charged. If it is reopened, I may have to come to court for further hearings.

Defendant Signature _____ **Date** _____

Request should be emailed, dropped off or mailed to:
Ashwaubenon Municipal Court – 2155 Holmgren Way - Green Bay, WI 54304
Email: court@ashwaubenon.com

For Office Use Only: *Fee Paid: YES / NO* *Date Paid:* _____ *Notes:*_____