

MOTION TO VACATE / MODIFY SENTENCE
FORM SUMMARY

Purpose of Form: To file a motion requesting the judge to vacate a default judgment or license suspension or to modify a sentence

Accompanying Documents/Information: None

Payment Required: \$20.00

How to File the Form: The original form must be filed with the court. To file the form, you must bring the form to the court in person (please check court hours before coming to court).

Deadline for Completion: Six (6) months after judgment date on the case

Additional Instructions: The following information must be completed on the form before it can be filed with the court:

Defendant: If this is a case against you, fill in your name. THIS INFORMATION IS REQUIRED.

Case Number: Fill in the case number. THIS INFORMATION IS REQUIRED. If you can not find your case number, contact the court.

Type of Motion: Check the type of motion you wish to file. THIS INFORMATION IS REQUIRED.

Reason for Request: Explain the reason for filing the motion. THIS INFORMATION IS REQUIRED.

City of Milwaukee (Plaintiff)
vs.

Case No. _____

_____ (Defendant)

- MOTION TO VACATE DEFAULT JUDGMENT**
- MOTION TO VACATE LICENSE SUSPENSION**
- MOTION TO MODIFY SENTENCE**

The defendant requests the court to:

- Vacate (remove) the default judgment that was imposed on me when I did not appear during my scheduled court date, allow me to enter a not guilty plea, and permit me to defend my case.
- Vacate (remove) the Order of Suspension of my driving privileges entered against me due to non-payment of my fine, grant me an extension of time to pay my fine, or provide any reasonable way for me to take care of my fine.
- Modify the sentence that was imposed on me when convicted of the charge.

The reason(s) for my request is/are stated below.

Date Filed - Month/Day Year

Filed by: _____
Defendant/Defendant's Attorney Signature

Instructions to Defendant:

- You must appear for a hearing on this motion on _____, _____ at _____ am / pm.
- You must serve a copy of this motion on the City Attorney at the Police Administration Building, 749 West State Street, Room 205, Milwaukee, WI 53233 not less than five days before the above hearing date.

Court use only:

- Motion is granted. Motion is denied for the following reason(s) _____

Fee assessed: _____

Date: _____

By: _____

Municipal Judge