# MJB_logo long w black bkrnd.jpgRequest to Add/Modify/Repeal

# Ordinance/Administrative Rule Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Indicate whether this is a request to change an ordinance or administrative rule and then whether to add, modify, or repeal:** | | | | | | | | | | | | | | | | | | |
| Ordinance  Administrative Rule  Add  Modify  Repeal | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Instructions** | | | | | | | | | | | | | | | | | | |
| * Use one form per ordinance/administrative rule and send to Court Administrator for further processing. * If you have multiple additions or changes, use the [Multiple Requests to Add/Modify/Repeal](https://j00000scmsstg.courts.state.mn.us/mncourtsgov/media/scao_library/LegalCounselDivision/Multiple-Requests-to-Add-Modify_Repeal.xlsx) form found on the website under the Forms tab. * For further instructions refer to the [Local Ordinances in MNCIS Offense Table](http://www.mncourts.gov/GovernmentPartners/Local-Ordinances.aspx) website under the Add/Modify/Repeal tab. | | | | | | | | | | | | | | | | |  | |
| Please contact your local court administration office with questions regarding the completion of this form. | |
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| **Required Information** | | | | | | | | | | | | | | | | | | |
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| **To be completed by Prosecuting Authority for Enacting Subdivision of Government** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Prepared By:** | |  | | | | | | | | | **Date:** | | | | |  | | |
| ^ Name and Title | | | | | | | | | | |  | | | | | | | |
| **Jurisdiction:** | |  | | | | | **City  County  Township  Other** | | | | | | | | | | | |
| ^ Name of enacting subdivision of government ^Select type of jurisdiction | | | | | | | | | | | | | | | | | | |
| **Number:** | |  | | | | | **Reference Id:** | | | | | |  | | | | | |
| ^ If not yet codified, then number (e.g., “1.3.11(a)”) | | | | | | | ^ Include for Modify or Repeal only | | | | | | | | | | | |
| **Effective Date:** | |  | | | | | | **Repeal Date:** | | | |  | | | | | | |
| |  |  | | --- | --- | | ^ If exact effective date is unknown, use date of 02/01/1900 | ^ Enter the first day this ordinance/administrative rule is not in effect | | | | | | | | | | | | | | | | | | | |
| **Classification:** | | | ChargingNon-charging Both charging and non-charging | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Description:** | |  | | | | | | | | | | | | | | | | |
| **^ 100 character limit, including spaces** | | | | | | | | | | | | | | | | | | |
| **Degree:** | Petty MisdemeanorMisdemeanor | | | | | | | | **Penalty Cite:**  **(if applicable)** | | | | |  | | | | |
| **Is this a parking violation?** | | | | | | **Does this regulate the operation of a motor vehicle?** | | | | | | | | | | | | |
| YesNo | | | | | | YesNo | | | | | | | | | | | | |
| **Is this a defective vehicle equipment or vehicle size or weight violation?** | | | | | | **Does this adopt or incorporate a statute, administrative rule or chapter by reference?**  **E.g., Incorporates Minn. Stat. Ch. 169, or Fire Code?** | | | | | | | | | | | | |
| YesNo | | | | | | YesNo | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Recommended as Payable?** | | | YesNo | | | **Recommendation Approved by:** | | | |  | | | | | | | | |
| **Recommended Payable Fine Amount:** | | | | | | $ | | **Prosecuting Attorney** | | | | | | | | | | |
| ^ Do NOT include surcharge or law library fee amounts | | | | | | | | | | | | | | | | | | |
| **To be completed by Court Administrator** | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **Base Fine Effective Date:** | | | | |  | **Approved Payable Amount:** | | | | | | | | |  | | | |
| ^ Date approved by local bench as payable | | | | | | ^ Do NOT include surcharge or law library fee amounts | | | | | | | | | | | | |
| **Authorized by Judge (Name):** | | | |  | | | | | | | **Date Authorized**: | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | |