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

# Ordinance/Administrative Rule Form

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| **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. |
|  |
| **Required Information**  |
|  |
| **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:** |       |
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| ^ If exact effective date is unknown, use date of 02/01/1900  |  ^ Enter the first day this ordinance/administrative rule is not in effect |

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| **Classification:** | **[ ]** Charging **[ ]** Non-charging **[ ]** Both charging and non-charging  |
|  |
| **Description:** |  |
| **^ 100 character limit, including spaces** |
| **Degree:** | **[ ]** Petty Misdemeanor **[ ]** Misdemeanor  | **Penalty Cite:****(if applicable)** |       |
| **Is this a parking violation?**  | **Does this regulate the operation of a motor vehicle?**  |
| **[ ]** Yes **[ ]** No  | **[ ]** Yes **[ ]** No  |
| **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?** |
|  **[ ]** Yes **[ ]** No  |  **[ ]** Yes **[ ]** No   |
|  |
| **Recommended as Payable?** | **[ ]** Yes **[ ]** No  | **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**: |       |
|  |