

# Instructions for Motion to Withdraw a Plea of Guilty to a Citation

Use this information for payable citations filed in Ramsey County

1. Fill out the attached Notice of Motion and Motion to Withdraw a Plea of Guilty, then sign and date it.
2. If you do not have your court file number, you can find it online at [www.mncourts.gov](http://www.mncourts.gov). You can look it up by citation number or your name. If you cannot find the case number call 651-281-3219 (metro) or 1-800-657-3611 for assistance.
3. Make two copies of the completed Notice of Motion and Motion paperwork. One copy is for you and the other copy **MUST** be served upon the prosecutor.
4. Have a third party (**NOT YOU**) who is **18 years or older**, mail a copy of the papers to the other party (the prosecutor listed below, depending on where your citation was issued). They can be mailed on any day **EXCEPT** a legal holiday. Court Rules require **FIRST CLASS MAIL only**, not certified or registered mail. The person who mailed the papers to the other party must then complete the Proof of Service.

DO NOT have the person fill out the Proof of Service until AFTER they have mailed a copy of the papers to the prosecutor.

Saint Paul Citations	Suburban Citations
Saint Paul City Attorney City Hall, Room 500 15 W. Kellogg Blvd. Saint Paul, MN 55102	See Attached List

5. File the **original** Notice of Motion and Motion paperwork, and the **original** Proof of Service with a Hearing Officer at the Saint Paul Courthouse or the Suburban Court house. You may call 651-281-3219 (metro) or 1-800-657-3611, then select the option that allows you to schedule an appointment to meet with a Hearing Officer.
6. **NOTE:** your case will not be placed on the Court's calendar until you file the original documents.
7. Hearings are set on different calendars, depending on the city/location of the incident. The Motion hearing will be set on the next available calendar date.

***Do not be late for your Hearing Officer appointment or your Motion Hearing. Give yourself extra time because you will have to go through weapons screening at the Ramsey County Courthouses. Plan on arriving early. If you get to the courtroom even a few minutes late, your motion may be denied if your case was already called and you were not there.***

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This statutory notice was provided at the time of your citation: Minnesota Statute §169.91, subd. 3, provides, in part, that failure to appear for a petty misdemeanor will be considered a plea of Guilty and a waiver of the right to trial

**State of Minnesota**

**District Court**

County of Ramsey	Judicial District:	Second
	Court File Number:	
	Case Type:	Criminal

State of Minnesota

vs

**NOTICE OF MOTION AND  
MOTION TO WITHDRAW A  
PLEA OF GUILTY TO A CITATION**

ST. PAUL     SUBURBAN

\_\_\_\_\_  
Defendant

Section 1

Name:	Date of Birth:
Address:	Email Address:
	Phone Number:

Section 2

I should be allowed to withdraw my plea of guilty entered on \_\_\_\_\_ for the following reason(s):

**I declare under penalty of perjury that everything I have stated in this document is true and correct.  
Minn. Stat. §. 358.116**

I am signing this document in \_\_\_\_\_ County, in the State of \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

County of Ramsey	Judicial District:	Second
	Court File Number:	
	Case Type:	Criminal

**Proof of Service**

I, \_\_\_\_\_, state under penalty of perjury that:  
(name of person who mailed the documents)

1. I am at least 18 years of age;
2. I served the attached documents (Copy of Notice of Motion and Motion to Withdraw a Plea of Guilty) on the prosecutor listed below, by placing the documents in the U.S. mail with sufficient postage and addressing it to the following address:

<p><b>Prosecuting Attorney for the City of:</b></p> <p><b>Address:</b></p>
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3. I am signing this document in \_\_\_\_\_ County, in the State of \_\_\_\_\_

**I declare under penalty of perjury that everything I have stated in this document is true and correct.  
Minn. Stat. § 358.116**

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of person who mailed documents

Print Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**RAMSEY COUNTY SUBURBAN PROSECUTOR ADDRESSES**

<p align="center"><b><u>Arden Hills</u></b></p> <p>Joe Kelly 223 Little Canada Rd.E Suite 200 Saint Paul, MN 55117</p>	<p align="center"><b><u>Falcon Heights</u></b></p> <p>Katrina Joseph 1230 Landmark Towers 345 St. Peter Street Saint Paul, MN 55102</p>	<p align="center"><b><u>Gem Lake</u></b></p> <p>Chris Olson or Heather Monnens 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>	<p align="center"><b><u>Lauderdale</u></b></p> <p>Katrina Joseph 1230 Landmark Towers 345 St. Peter Street Saint Paul, MN 55102</p>
<p align="center"><b><u>Little Canada</u></b></p> <p>Martin Norder 223 Little Canada Rd.E Suite 200 Saint Paul, MN 55117</p>	<p align="center"><b><u>Maplewood</u></b></p> <p>Kevin Beck, Joe Kelly or Martin Norder 223 Little Canada Rd.E Suite 200 Saint Paul, MN 55117</p>	<p align="center"><b><u>Mounds View</u></b></p> <p>Tom Hughes 1230 Landmark Towers 345 St. Peter Street Saint Paul, MN 55102</p>	<p align="center"><b><u>New Brighton</u></b></p> <p>Tom Hughes 1230 Landmark Towers 345 St. Peter Street Saint Paul, MN 55102</p>
<p align="center"><b><u>North Oaks</u></b></p> <p>Martin Norder 223 Little Canada Rd.E Suite 200 Saint Paul, MN 55117</p>	<p align="center"><b><u>North Saint Paul</u></b></p> <p>Mark Gaughan 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p align="center"><b><u>Roseville</u></b></p> <p>Caroline Beckman 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p align="center"><b><u>Shoreview</u></b></p> <p>Kevin Beck 223 Little Canada Rd.E Saint Paul, MN 55117</p>
<p align="center"><b><u>State Fair</u></b></p> <p>Tom Hughes 1230 Landmark Towers 345 St. Peter Street Saint Paul, MN 55102</p>	<p align="center"><b><u>Vadnais Heights</u></b></p> <p>Kari Quinn 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p align="center"><b><u>White Bear Lake</u></b></p> <p>Robb Olson 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>	<p align="center"><b><u>White Bear Township</u></b></p> <p>Jim Erickson, Jr. 1700 West HWY. 36 Suite 110 Roseville, MN</p>