

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. 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.

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>Prosecuting Attorney for the City of:</p> <p>Address:</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"><u>Arden Hills</u></p> <p>Kevin Beck 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p align="center"><u>Falcon Heights</u></p> <p>Greg Holly 9422 Ulysses St. NE Suite 120 Blaine, MN 55434</p>	<p align="center"><u>Gem Lake</u></p> <p>Chris Olson 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>	<p align="center"><u>Lauderdale</u></p> <p>Katrina Joseph 9422 Ulysses St. NE Suite 120 Blaine, MN 55434</p>
<p align="center"><u>Little Canada</u></p> <p>Martin Norder 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p align="center"><u>Maplewood</u></p> <p>Joe Kelly 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p align="center"><u>Mounds View</u></p> <p>Katrina Joseph 9422 Ulysses St. NE Suite 120 Blaine, MN 55434</p>	<p align="center"><u>New Brighton</u></p> <p>Heather Monnens 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>
<p align="center"><u>North Oaks</u></p> <p>Carrie Hendricks 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>	<p align="center"><u>North Saint Paul</u></p> <p>Mark Gaughan 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p align="center"><u>Roseville</u></p> <p>Caroline Beckman 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p align="center"><u>Shoreview</u></p> <p>Joe Kelly 2350 Wycliff Street Suite 200 Saint Paul, MN 55114</p>
<p align="center"><u>State Fair</u></p> <p>Luke McClure or Tom Hughes 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>	<p align="center"><u>Vadnais Heights</u></p> <p>Kari Quinn 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>	<p align="center"><u>White Bear Lake</u></p> <p>Robb Olson 4770 White Bear Pkwy. Suite 100 White Bear Lake, MN 55110</p>	<p align="center"><u>White Bear Township</u></p> <p>Jim Erickson or Melissa K Loonan 1700 West HWY. 36 Suite 110 Roseville, MN 55113</p>