

MOTION TO REINSTATE RECREATIONAL LICENSES
INSTRUCTIONS

STEP 1
FILL OUT THE “NOTICE OF MOTION AND MOTION FOR REINSTATEMENT OF RECREATIONAL LICENSES FORM (CSX2502)”

The purpose of this form is to request that the court instruct the Department of Natural Resources to reinstate your recreational licenses.

The information to fill in the boxes and blanks at the top of the form can be found at the top of your current child support order or your divorce or paternity decree, including:

- The county where your case is located (which may be different from the county where you live).
- The number of the judicial district.
- The court file number.
- The name of the Petitioner.
- The name of the Respondent.

If you are the Petitioner in the current order or decree, you will be the Petitioner in this motion. If you are the Respondent in the current order or decree, you will be the Respondent in this motion.

Fill in the name and the last known address of the other party and the county attorney’s office. **DO NOT** fill in the date, time, and location of the hearing yet. You will fill in this information as part of Step 3 below.

Fill in the name and phone number of the person to contact to settle this matter.

STEP 2
FILL OUT THE “AFFIDAVIT IN SUPPORT OF MOTION TO REINSTATE RECREATIONAL LICENSES” FORM (CSX2503)

Fill in the top of the form the same way you did on your “Notice of Motion and Motion for Reinstatement of Recreational Licenses” form.

Check the appropriate box that applies to your situation.

By signing the Affidavit under penalty of perjury, you are stating that the information in the Affidavit is true to the best of your knowledge. Perjury is the crime of intentionally lying or misrepresenting the truth.

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. For more information, contact your court administrator or call the Minnesota State Law Library at 651-297-7651.

STEP 3
OBTAIN A HEARING DATE, TIME, AND LOCATION
FROM THE COUNTY COURT ADMINISTRATOR

- Contact the Court Administrator's Office in the county where your case is located.
- Ask the clerk to schedule a hearing date in the expedited child support process for your motion to reinstate your recreational licenses. You will need the date, time, room number, and address for where the hearing will be held. The hearing date must be at least 17 days away from the date the documents are mailed to the other party and the county attorney's office. Count the day before the hearing as Day 1, and continue to count backwards.
- Fill in the date, time, and location of the hearing on the "Notice of Motion and Motion to Reinstate Recreational Licenses" form.

STEP 4
MAKE COPIES OF FORMS

After the forms are completely filled out, make three copies of your motion and three copies of your "Affidavit in Support of Motion" form and three copies of any attachments.

Keep one copy of each form and a copy of all attachments for yourself (make sure to bring your copies with you to court on the day of the hearing).

STEP 5
HAVE COPIES OF THE DOCUMENTS SERVED
ON THE OTHER PARTY AND COUNTY AGENCY

You must arrange for the other party and the county attorney's office to receive complete copies of all documents you have prepared for the hearing. This is called "service of process." A copy of the motion, affidavit, and any attachments must be served upon all parties, either personally or by mail. If the other party is represented by an attorney, the documents must be served on the attorney instead of the party.

Personal service: Documents are hand-delivered to the other party personally or by leaving the documents at the other party's place of residence with some person who is of suitable age or discretion who also lives at the same residence. Documents must be hand-delivered upon the other party (or his/her attorney if there is one) and the county attorney's office at least 7 days before the hearing date.

Mail service: Documents are mailed by first class U.S. mail to the other party at least 10 days before the hearing date.

If your documents are not timely served upon the other party (or his/her attorney) or the county attorney's office, your motion may not be heard by the court.

NOTE! YOU CANNOT HAND DELIVER OR MAIL THE DOCUMENTS YOURSELF. YOU MUST HAVE SOMEONE ELSE OVER THE AGE OF 18 WHO IS NOT A PARTY TO THE CASE HAND DELIVER OR MAIL THE DOCUMENTS FOR YOU.

**STEP 6
COMPLETE THE “AFFIDAVIT OF SERVICE” FORM**

The person who hand delivers or mails the documents must fill out an “Affidavit of Service” form for each party served.

The person who serves the documents must sign the “Affidavit of Service” under penalty of perjury. Perjury is the crime of intentionally lying or misrepresenting the truth.

**STEP 8
FILE THE FORMS WITH COURT ADMINISTRATION
AND PAY ANY REQUIRED COURT FEE**

File the documents with court administration in the county where your case is located at least 7 days prior to the scheduled hearing.

- The “Notice of Motion and Motion to Reinstate Recreational Licenses”
- The “Affidavit in Support of Motion to Reinstate Recreational Licenses”
- The “Affidavit of Service”

You must attach copies of all supporting documents to your “Affidavit in Support of Motion to Reinstate Recreational Licenses.” Any documents or copies attached to the documents for the court must also be attached to copies served on the county attorney’s office and the other party.

Court Fees

You must be prepared to pay any court fee, if applicable, at the time of filing. If you did not pay an initial filing fee when this case first began, you will now need to pay the filing fee. If you cannot afford to pay the fee, you may ask a child support magistrate or judge for an order waiving the fee. You will need to fill out the *Request for Fee Waiver* forms (available from the Court Administrator or online at <https://mncourts.gov/GetForms.aspx?c=19&p=69>) and file it with the Court Administrator. Your application will be reviewed by a child support magistrate or judge who will decide whether you must pay the fee. If the magistrate or judge does not approve your request to waive the fee, you must be prepared to pay the fee or the clerk cannot accept your forms.

**STEP 8
APPEAR AT THE HEARING**

Go to court on the date and time scheduled for the hearing. Be sure to bring with you your copy of the “Notice of Motion and Motion to Reinstate Recreational Licenses” and “Affidavit in Support of Motion to Reinstate Recreational Licenses” and all of your supporting papers.