

STATE OF MINNESOTA  
COUNTY OF STEELE

DISTRICT COURT  
THIRD JUDICIAL DISTRICT

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**AMENDED ADMINISTRATIVE ORDER**

**Re: Motions to Withdraw Guilty Pleas and Vacate Convictions in Payable Cases**

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WHEREAS, defendants who fail to pay or appear on their payable citations are considered to have consented to be administratively convicted of the charged offenses as if they had entered guilty pleas; and

WHEREAS, some defendants subsequently file motions to withdraw their default guilty pleas and vacate their convictions; and

WHEREAS, if the Court grants the defendant's motion, Court Administration needs to complete numerous steps, so the case is ready to be updated at the next hearing; and

WHEREAS, as of January 31, 2025, the majority of the judicial officers of the Third Judicial District passed a motion to approve this process,

**NOW, THEREFORE, IT IS HEREBY ORDERED, EFFECTIVE MARCH 1, 2025:**

1. For motions to withdraw default guilty pleas and vacate convictions filed and served on the prosecutor within 180 days from the date of the conviction, the prosecutor will have 30 days in which to file and serve an objection to the motion.
  - a. If the prosecutor files and serves an objection within 30 days, Court Administration shall schedule the case for a hearing and send notice to the parties.
  - b. If the prosecutor does not file an objection within 30 days, Court Administration shall consider the defendant's motion granted by default by this Court, shall withdraw the defendant's guilty plea and vacate the convictions on all charged offenses, and shall schedule the case for a settlement conference hearing and send notice to the parties.

2. Motions to withdraw default guilty pleas and vacate convictions filed and served on the prosecutor after 180 days from the date of the conviction shall be set on for a contested motion hearing.
3. The Administrative Order regarding this topic signed by then Chief Judge Jodi Williamson on November 10, 2020, is rescinded.

**BY THE COURT:**

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Joseph A. Bueltel  
Chief Judge  
Third Judicial District