

**CITY OF PORTAGE JOINT MUNICIPAL COURT  
REQUEST TO REOPEN**

I, \_\_\_\_\_, request to reopen the following case(s):

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The reason I didn't show up for court is: \_\_\_\_\_

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My reason for reopening: \_\_\_\_\_

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I understand that:

- **The court may impose costs as part of a decision on a motion to reopen**
- I will have to prove the reason I am requesting a reopening
- The Judge does not have to grant the reopening. If it is not reopened, I will may still owe the imposed costs and be found guilty as charged. If it is reopened, I will have to come to court for more hearings.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**For office use only:**

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied