

INSTRUCTIONS FOR MOTION/ORDER TO REOPEN SMALL CLAIMS

Fill out the form as it pertains to you (plaintiff and defendant and case number ALWAYS stay the same as in the original case).

Once the form has been completed and signed, file it with the Clerk of Courts, Small Claims Office. At that time, it will be sent to the Court Commissioner/Judge for his order to either grant or deny a motion hearing.

If the motion is granted, it will be sent to you with the hearing date, time and location filled in. You will then need to serve the other party with a copy of the motion. This has to be done by certified mail or by *personal service. When you appear for the motion hearing you must supply the court with the proof of service.

If the motion is denied, it will be sent back to you with the appropriate box checked as to why the motion was denied. This means the judgment will stand as previously entered.

***PERSONAL SERVICE—means that you have to hire the Rock County Sheriff (or the County Sheriff where the other party lives) or a Private Process Server to hand deliver the Motion to the other party. If does NOT mean the party filing the motion or anyone else may hand deliver the motion.**