

INSTRUCTIONS
MOTION TO REOPEN SMALL CLAIMS JUDGMENT

- The Motion to Reopen form, SC-515A, or a formal motion, and the Order Regarding Motion to Reopen Small Claims Judgment form, SC-515B, must be completed in order to obtain a hearing date. The Clerk of Court must be called for a motion date prior to filing the paperwork by calling, 608-266-4311, and requesting a date for a motion to reopen hearing.
- File original and three copies of the Motion to Reopen and Order Regarding Motion to Reopen Small Claims Judgment with the Clerk of Circuit Court Office. No fee is charged.
- If the date has not been obtained, court staff will schedule the date and time and conform the copies for service.
- Copies do not need to be personally served on the other party, **but proof of mailing must be provided at the hearing.**
- If motion paperwork is mailed in, a stamped, self-addressed envelope must be provided for return of service copies.

NOTE: Same procedure to be followed if SC-511A Petition to Answer or to Reopen Small Claims Judgment and SC-511B Order to Answer or to Reopen Small Claims Judgment Order (under 799.14(1) only) is filed.