

**THE STATE OF NEW HAMPSHIRE**  
**JUDICIAL BRANCH**  
<http://www.courts.state.nh.us>

Court Name: \_\_\_\_\_  
Case Name: \_\_\_\_\_  
Case Number: \_\_\_\_\_  
(if known)

**MOTION TO VACATE DEFAULT AND/OR RECALL WARRANT**

I am charged with a:

Violation       Class B Misdemeanor       Class A Misdemeanor       Felony

I did not pay my fine because: \_\_\_\_\_

I did not appear for my court date because:  
\_\_\_\_\_

I REQUEST THAT THE COURT

Vacate the default       Vacate the \$50 administrative fee  
 Recall the warrant       Establish a time payment schedule  
 Schedule a hearing

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
\*\*Address (indicate any address changes below)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Town, State, Zip Code

\_\_\_\_\_  
Telephone (cell)

\*\* Change of address notification       Effective immediately       Effective on \_\_\_\_\_

Clerk Review (For use in defaults in appearance on Violations, Class B Misdemeanors and/or non-payment of fines on Violations, Class A & B misdemeanors):

- VACATE EBW
- Fine ONLY - No ability/partial ability to pay – collect payment (if any), schedule next hearing and issue Notice of Cleared Default
- Fine ONLY - Ability to pay – Clerk to collect fine and administrative fee and issue Notice of Cleared Default (no further hearing)
- Failure to Appear - schedule next hearing before court and issue Notice of Cleared Default
- DEFAULT FEE UNPAID, TO BE ADDRESSED AT COURT HEARING.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Printed Name of Clerk

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

Case Number: \_\_\_\_\_

**MOTION TO VACATE DEFAULT AND/OR RECALL WARRANT**

Judge Review (For failure to appear on Class A Misdemeanors/Felonies):

- Granted
- Waive administrative fee.
- Next hearing to be scheduled in the normal course.
- Denied. Schedule for hearing at next available court date.
- Vacate warrant and issue Notice of Cleared Default

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Printed Name of Judge