



Rhode Island  
Traffic Tribunal

670 New London Avenue  
Cranston, Rhode Island 02920-3081  
(401) 275-2700

Date: \_\_\_\_\_

**MOTION PROCEDURE**

Dear Motorist:

Thank you for your recent letter with regards to the following summons number:

Summons Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

When you did not appear at the hearing on \_\_\_\_\_, a default judgment was entered against you. In order to change the following disposition, (by a Motion to Vacate) you must be aware of the following procedures:

1. All motions are heard on every Monday, Tuesday, Thursday, (with the exception to State Holidays) at 2:00 pm in courtroom 2C at the Rhode Island Traffic Tribunal. Blank motion forms can be picked up at the Clerk's office (Room 2005).
2. All motion forms must be entirely completed correctly including summons number and your assigned hearing date. You will be assigned a hearing date by the Clerk's Office (Room 2005).
3. You must certify that you sent or dropped off a copy of the motion form to the arraigning police department by completing the bottom portion of the page labeled CERTIFICATION, at least 5 days prior to the assigned hearing date.
4. After you complete the above procedures, please file the original form at the Clerk's Office (room 2005) located at 670 New London Avenue in Cranston at least 5 days prior to the assigned hearing date.
5. Please be aware that you have to appear in court on the motion date that was assigned.

THE FOLLOWING PROCEDURES WILL ALLOW US TO SERVE YOU MORE EFFICIENTLY. THANK YOU.