

COUNTY OF COOK, ILLINOIS  
DEPARTMENT OF ADMINISTRATIVE HEARINGS

COUNTY OF COOK, an Illinois County	)	Citation #'s _____
Petitioner,	)	
v.	)	_____
	)	_____
_____	)	_____
_____	)	_____
_____	)	
Respondent	)	Issuing County _____
	)	Department: _____

Motion to Set-Aside the Default Judgment

NOW COMES, the above named Respondent or Respondent's Representative, and asks this Administrative Body to Set-Aside the Default Judgment entered on \_\_\_\_\_(date) against the Respondent in regards to the above captioned matter(s). The Motion to Set-Aside the Default Judgment is based upon one or more of the following:

(Check all that apply)

- Respondent did not receive notice of the hearing.
- Respondent paid the fine prior to the hearing and ask that any applicable penalty(ies) be waived.
- Respondent did receive notice of the hearing, but was unable to attend or send a Representative for the following reasons:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature of Respondent or Respondent's Representative

**BRING THIS FORM IN PERSON OR MAIL IT TO, ADMINISTRATIVE HEARINGS, RM 1140, 118 N. CLARK ST. CHICAGO, IL. 60602 OR FAX TO: 312-603-2125**

\_\_\_\_\_  
Respondent's Address, City, State, Zip

\_\_\_\_\_  
Respondent's Phone Number

**Do Not Write Below This Line**

The Respondent's Petition to Set-Aside a default order is scheduled to be heard \_\_\_\_\_, at \_\_\_\_\_:\_\_\_\_\_ AM / PM 118 N. Clark St., Room 1140, Chicago, Illinois, 60602.

If the Petition is granted, an immediate hearing on the underlying citation may commence without a continuance. Please bring with you all relevant evidence.

**MAY NOT BE SUBMITTED PAST 35 DAYS OF JUDGMENT DATE.**