

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, and asks this Administrative Body to vacate the final determination of liability entered on _____ against the respondent in the above captioned matter(s), based upon one or more of the following grounds:

Check all that apply:

- Respondent did not receive notice of the hearing.
Respondent paid the fine prior to the hearing and asks 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: _____

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 Signature/Attorney for Respondent

Respondent's Address

City, State, Zip

Respondent's Phone

Do Not Write Below This Line.

The Respondent's Petition to set aside is scheduled to be heard _____, at _____:_____ AM / PM AT THE FOLLOWING ADDRESS, FOREST PRESERVE ADMINISTRATIVE HEARING ROOM, 1 ALOHA LANE HINSDALE, IL 60523

If the Petition is granted, an immediate hearing on the underlying citation will commence without continuance. Therefore bring with you all relevant evidence, (e.g. photographs, receipts, permit numbers, etc.).

MAY NOT BE SUBMITTED PAST 35 DAYS OF JUDGMENT DATE.