

**COOK COUNTY  
DEPARTMENT OF ADMINISTRATIVE HEARINGS  
NOTICE OF DEFAULT JUDGMENT**

To the Respondent of Record:

**What is a Default Judgment?**

A “Default Judgment” is an order entered by an Administrative Law Judge. It is similar to a judge’s order in that it can be used to place a lien on your property, garnish your wages and/or affect your credit.

**Why was a Default Judgment entered against me?**

A “Default Judgment” was entered against you because you failed to respond to a *Notice of Violation* issued to you by Cook County.

**How is a Default Judgment Entered?**

When Cook County believes that an ordinance violation has occurred, it will serve (in-person or by mail) the responsible party with a *Notice of Violation* (“Notice”). The *Notice* will inform the party of their right to request a hearing to contest (fight) the violation. If the party does not exercise that right, an Administrative Law Judge may enter a Default Judgment against that party based on the evidence presented. The County usually requests that the maximum fine be imposed in default matters.

**What can I do to Vacate (Void) a Default Judgment?**

If you: 1) missed your hearing date for a good reason; 2) have good reason to believe that the *Notice* went to the wrong address; or 3) believe that the County cited the wrong person, business, or property, you may file a written *Motion to Set-Aside a Default Judgment* with the Department of Administrative Hearings.

**A copy of the *Default Judgment Order* must be attached to your Motion. Your Motion must be filed within 21 calendar days of the mailing date stamped on top of the default judgment order unless you established you were not provided with proper service of the Notice.**

**A Motion to Set-Aside a Default Judgment form may be obtained from the Cook County Department of Administrative Hearings office or through [cookcountyildoah.org](http://cookcountyildoah.org)**

The motion must be submitted by mail, fax, in-person, or email. Motions can be mailed or submitted in-person Monday through Friday from 9:00 a.m. to 4:00 p.m. at: Cook County Department of Administrative Hearings, 118 North Clark Street, Room 1140, Chicago IL 60602. Motions can be faxed to 312-603-2125. Motions can be emailed to [elia.montejano@cookcountyil.gov](mailto:elia.montejano@cookcountyil.gov). If a motion is mailed, fax, or emailed the respondent should call 312-603-2120 to ensure that the motion was received by the Department of Administrative Hearings.

The date, time, and place for your motion hearing will be provided in-person or by mail upon filing. If your motion is granted, an immediate hearing on the violations(s) may be held; therefore you should bring all of your evidence (photos, documents, receipts, etc.) on your motion date.

**NOTE:** Motions are NOT granted automatically. You MUST file your motion ON TIME and you MUST provide GOOD REASON why you did not respond to the *Notice of Violation*.

Inquiries as to why you were cited must be directed to the County agency which issued the *Notice of Violation*.

If you are not disputing the default judgment and seek payment information, please call (312)-603-6870.