COUNTY OF COOK, ILLINOIS
DEPARTMENT OF ADMINISTRATIVE HEARINGS

COUNTY OF COOK, an Illinois County) Citation #'s_____
Petitioner,)
)
Issuing County
Respondent) 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 21 DAYS OF JUDGMENT DATE.

Filed In Person: _____ Filed By Mail: _____ Filed by Email/Fax: _____