IN THE CITY OF EVANSTON, ILLINOIS
DIVISION OF ADMINISTRATIVE HEARINGS

CITY OF EVANSTON, a municipal corporation,)
Petitioner,)
)
v.) Citation No._____
_____)
Respondent.

MOTION TO SET ASIDE DEFAULT JUDGMENT

NOW COMES the Petitioner/ Respondent _____, and hereby moves the Division of Administrative Hearings to set aside the Findings, Decision and Order entered in this matter on _____, 20 _____, and grant a new hearing.

In support of this Motion, Respondent, under oath, states as follows (attach any supporting proof):

_____
_____
_____
_____
_____

I understand that if this Motion is granted, the new hearing will commence immediately, and I must bring all evidence (photos, receipts, etc.) necessary to present my case.
The undersigned, under penalties of law, hereby certifies that the statements provided above are true and correct.

_____ _____
Signature of Petitioner/ Respondent or Attorney Date

_____ _____
Address of Petitioner/ Respondent or Attorney Phone

NOTICE OF HEARING

Motion to Set Aside the Default Judgment **is SCHEDULED FOR _____, 20_____, at _____ __ m.**
2nd Floor, on 909 Davis Street, Evanston, IL, without further notice.

PROOF OF SERVICE

The undersigned certifies that this Motion with all attachments was served as follows on _____, 20____:

☐ To Respondent by: ☐ personally delivered; ☐ emailed to @_____;
☐ faxed to # _____ ; and/or ☐ placed in the U.S. Mail addressed to
☐ the above-listed address, or ☐ to the following address _____.

☐ To City of Evanston, Dept. of _____ , 909 Davis Street, Evanston, IL, by:
☐ personally delivered; and /or ☐ emailed to @_____.

_____
Signature