

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 \_\_\_\_\_