

IN THE CITY OF CHICAGO, ILLINOIS
DEPARTMENT OF ADMINISTRATIVE HEARINGS

CITY OF CHICAGO, a Municipal Corporation,
Petitioner,

Doc. No _____

v.

Respondent.

MOTION TO SET ASIDE DEFAULT

NOW COMES the Respondent and hereby moves this Administrative Body to set aside the attached Findings, Decisions and Order entered by default in the above captioned matter on or about _____, 20_____, and in support thereof do state, under oath, that I was unable to attend said hearing for the following good cause reason(s):

Blank lines for providing reasons for the motion to set aside default.

You must attach a copy of the Findings, Decisions and Order you are seeking to have set aside.

The undersigned, under penalty of law, hereby attests to the truth and correctness of the statements set forth above.

Respondent's, Agent's or Counsel's Signature

Date

(Address)

(City, State, Zip, Phone #)

Dept. of Admn. Hrgs. Use Only

Respondent's Motion to Set Aside is scheduled for _____, 20____ at _____ : _____ .m. in Room _____ at 400 W. Superior, Chicago or _____ Chicago without further notice.

If the motion to set aside is granted, an immediate hearing on the violations will commence, without continuance, and the parties should make provisions to have all evidence (photos, receipts, etc.) and witnesses ready to proceed on the above date.