

Village of Morton Grove,
Plaintiff,
v.

Citation Number: _____

Defendant,

APPEARANCE AND AUTHORIZATION TO PRESENT DEFENDANT'S CASE

INSTRUCTIONS Section 3-3A-5 of the Village Code permits the Defendant to represent himself/herself or have his/her case presented by an agent or attorney provided, the agent or attorney provides a written authorization signed by the Defendant giving the agent or attorney power to act and to bind the Defendant to any orders entered by the Administrative Hearing Officer. This form should be completed and signed by the Defendant and his/her attorney or agent and presented to the Administrative Hearing Officer or the Clerk before the case is called. If the Defendant is an organization such as a corporation or LLC., the organization may be required to provide sufficient proof that the person presenting the case has the authority to do so.

**I hereby file my appearance on behalf of Defendant _____
state under oath that I am authorized to act on behalf of the Defendant**

- I am an attorney. My Illinois ARDC Number is _____**
 I am not an attorney. My relation to the Defendant is _____

Print Name: _____ Signature: _____ Date: _____
Attorney or Representative's Name

Address: _____ Phone: _____

Email Address: _____

I Authorize _____ to represent the Defendant in this case.

- I am the Defendant _____**
 The Defendant is an organization (corporation, company, LLC, etc.). I am authorized to sign this Appearance and Authorization on behalf of the Defendant.

Print Name: _____ Signature: _____ Date: _____
Defendant or Authorized Representative

Address: _____ Phone: _____

Email Address: _____
