

MOTION AND ORDER TO SET ASIDE DEFAULT ORDER

INSTRUCTIONS

If the Defendant or his representative does not attend the Hearing on his/her assigned hearing date, and a Default Order is entered, the Defendant may file a *Motion to Set Aside the Default Order and Rehear the Citation*. To complete this form, provide all requested information including the Citation number, the Defendant's name and current address, and the reason he/she missed the hearing, Sign and date the form and include your phone number and email address. Attach a copy of the Default Order. The completed motion and a copy of the Default Order should be emailed to adjudication@mortongroveil.org or mailed or delivered to: Village of Morton Grove, Attention: Adjudication Hearing Administrator, 6101 Capulina Avenue, Morton Grove IL 60053. The motion must be received or postmarked no later than twenty-one (21) days from the later of: (1) the date of the Default Order, or (2) the Date the Defendant became aware of the Default Order if the Citation was not properly served upon the Defendant.

Upon receipt of the motion, the Adjudication Hearing Administrator shall enter and continue the motion to the next available hearing date. A copy of the Order continuing the motion will be mailed to the Defendant. **The Defendant or his/her representative must attend the new hearing or his/her motion will be denied.** If the motion is granted, the Defendant should be prepared to have the Citation reheard immediately.

Village of Morton Grove,
Plaintiff,
v.

Citation Number: _____

_____ (your name)
Defendant,

MOTION TO SET ASIDE DEFAULT ORDER AND REHEAR CITATION

The Defendant moves that the attached Default Order entered against the Defendant on _____, 201_ be set aside. The Defendant further states under oath that he/she was unable to attend the hearing for the following reason(s):

A copy of the Findings, Decisions and Order that is being requested to be set aside, as well as any relevant evidence (i.e. receipts, other documentation) must be attached to this Motion.

_____ Date: _____
DEFENDANT'S SIGNATURE

Phone: _____

_____ ADDRESS

_____ Email Address

ORDER SETTING HEARING ON MOTION TO SET ASIDE DEFAULT ORDER

The Motion is **ENTERED** and **CONTINUED** and the Defendant must appear on: _____ (DATE), _____ (TIME) at 6101 Capulina Avenue, Morton Grove, IL 60053. If the motion is granted, a rehearing on the Citation may commence immediately.

The Motion is **DENIED** because it was not received or postmarked within twenty-one (21) days from the later of: (1) the date of the Default Order or (2) the Date the Defendant became aware of the Default Order if the Citation was not properly served upon the Defendant.

I mailed a copy of this order to the Defendant at the address listed above on _____,

Adjudication Hearing Administrator