

REQUEST TO CONTEST CITATION WITHOUT FORMAL HEARING

INSTRUCTIONS

Morton Grove Village Code Section 3-3A-8 provides the option for a Defendant to waive his/her right to a formal hearing and have the Citation adjudicated by the Hearing Officer based solely on evidence submitted in writing. Defendants electing this option should complete and sign this form, attach a copy of the Citation and all evidence you wish to be considered, such as photographs, witness statements, vehicle registration, proof of payment, etc. Witness statements should be notarized or made under penalty of perjury by a person with first-hand knowledge of the facts. Make sure the documents are legible and complete. Send copies, not originals; evidence will not be returned. All documents must be received by the Village at least five (5) business days before the scheduled date of the hearing. The Hearing Officer shall decide each case and issue an Order on or before the scheduled hearing date. If the Defendant is found liable, a fine and a \$50.00 Administration fee shall be assessed against the Defendant. A copy of the Order shall be mailed to the Defendant within fourteen (14) days after it has been issued by the Administrative Hearing Officer.

Village of Morton Grove,

v.

Citation Number: _____

Defendant,

REQUEST TO CONTEST CITATION WITHOUT FORMAL HEARING

1. I am the Defendant or the Authorized Representative for the Defendant in this case.
2. The Defendant acknowledges he/she has a right to appear before the Administrative Hearing Officer and conduct a full hearing on the merits as to the allegations set forth in the citation and the Defendant has voluntarily waived that right, and request that the case be decided solely based on written statements and evidence submitted pursuant to this request.
3. Attached are the following documents:

Attach a copy of the Citation and all evidence you wish to be considered. Witness statements should be notarized or made under penalty of perjury by a person with first-hand knowledge of the facts. Send copies, not originals; evidence will not be returned

4. The Defendant is not liable for the violations alleged in the Citation because:

5. The Defendant's and all witness statements are made under penalty of perjury, and to the best of my belief are true.

DEFENDANT or REPRESENTATIVE'S SIGNATURE PRINT NAME

DATE

ADDRESS

EMAIL ADDRESS

PHONE

THIS REQUEST AND ALL SUPPORTING DOCUMENTS SHOULD BE MAILED OR DELIVERED TO
VILLAGE OF MORTON GROVE ADJUDICATION HEARING OFFICER,
6101 CAPULINA AVENUE, MORTON GROVE, IL., 60053
OR VIA EMAIL TO ADJUDICATIONS@MORTONGROVEIL.ORG.
DOCUMENTS MUST BE RECEIVED AT LEAST 5 BUSINESS DAYS BEFORE THE HEARING