

MOTION TO SET ASIDE DEFAULT JUDGEMENT FORM

**IMPORTANT
NOTICE**

This form may be submitted to request that the administrative body set aside the Default Judgement entered against the defendant in the below captioned matter. Your Motion must be filed within 21 days after the issuance of the default judgement order. Motions are not granted automatically. If the motion to set aside default judgement is granted, an immediate hearing on the underlying citation may commence without a continuance. Please bring all relevant evidence with you to the hearing and a copy of such may be submitted with this form. If you are found liable, you will be held responsible for the fine amount PLUS the hearing cost of \$25.

Ticket Number: _____ Date Default Judgement Issued: _____

Violation Type (select one): _____ Violation: _____

Registered Owner's Name: _____ Email: _____

Address: _____

This Motion is based upon one of the following (mark selection that applies):

- Defendant did not receive notice of the hearing.
- Defendant did receive notice of the hearing, but was unable to attend or send a representative for the following reason(s):

You must acknowledge each of the following before submitting this form.

- I understand that I will be given a hearing date for my motion to be heard by US mail. **Appearance is mandatory and the hearing date cannot be deferred.**
- I understand the Hearing Officer will decide whether I am liable or not based on this form and any supporting information I attach or bring to the hearing.
- I understand if found liable, there will be a \$25 Hearing Fee added to the assessed fine for the violation.

Signature of Defendant: _____

Date: _____

Drop off in person or mail to:

Vernon Hills Police Department

ATTN: ADJUDICATION CLERK

740 Lakeview Parkway

Vernon Hills, IL 60061

Or email as attachment to: Adjudications@vhills.org