



**CITY OF GALESBURG  
ADMINISTRATIVE ADJUDICATION SYSTEM  
MOTION TO SET ASIDE JUDGMENT**

**Page 2 – to be completed by Court upon receipt of motion to set aside judgment and provided to Respondent**

City of Galesburg, an Illinois  
municipal corporation,

vs.

\_\_\_\_\_, Respondent

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Case No. \_\_\_\_\_

**This motion to set aside judgment is scheduled to be heard on \_\_\_\_\_, 20\_\_ at 9:00 a.m.  
in Council Chambers at Galesburg City Hall, 55 West Tompkins Street.**

The undersigned being first duly sworn and deposes says he/she:

Received this motion to set aside judgment on: \_\_\_\_\_, 20\_\_

- ☐ Is within 21-days after the issuance of the default order  
☐ Is not within 21-days after the issuance of the default order

**Proof of Service:**

I, the undersigned, hereby certify that I provided a copy of this motion to set aside judgment with scheduled hearing date to the Respondent/Attorney indicated above by:

- ☐ Personally giving a copy to the Respondent/Attorney on the date the motion was filed  
☐ Mailing to the Respondent/Attorney at the address provided on this form via the U.S. Post Office with postage fully prepaid on \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

STATE OF ILLINOIS       )  
                                      ) SS.  
COUNTY OF KNOX       )

Signed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public