CITY OF GALESBURG
ADMINISTRATIVE ADJUDICATION SYSTEM

City of Galesburg, an Illinois municipal corporation	)	
	)	Case No. _____
vs	)	
	)	
	)	
	)	
	)	
, Respondent	)	

MOTION TO SET ASIDE JUDGMENT

NOW COMES the Respondent _____, and hereby moves the Hearing Officer to set aside the Findings, Decision and Order entered in this matter on _____, 20____ and grant a new hearing.

In support of this Motion, Respondent, under oath, states as follows (attach any supporting documents):

_____
_____
_____
_____
_____

I understand that if this Motion is granted, the new hearing may commence immediately and I must bring all evidence (witnesses, photos, receipts, etc.) necessary to present my case.

The undersigned, under penalties of law, hereby certifies that the statements provided above are true and correct.

_____ _____
Signature of Respondent or Attorney *Date*

_____ _____
Address of Respondent or Attorney *Phone*

NOTICE OF HEARING

MOTION TO SET ASIDE JUDGMENT is SCHEDULED FOR _____, 20____ AT 9:00 AM in Council Chambers at City Hall, 55 W Tompkins Street, Galesburg, IL, without further notice.

PROOF OF SERVICE

The undersigned being of lawful age, and having been duly sworn upon oath states that he/she received the MOTION TO SET ASIDE JUDGMENT on _____, 20 _____ which is/is not within the 21-day deadline for filing. Further, the undersigned states he/she served a copy of completed said MOTION with scheduled hearing date to the Respondent/Attorney indicated above by:

☐ Depositing in a U.S. Post Office Mail Box in Galesburg, Illinois with fully prepaid postage; or
☐ Personally delivered to Respondent/Attorney
on _____, 20____.

_____
Signature

Subscribed and sworn to before me this _____ day of _____, 20____.

_____
Notary Public