



City/Village of \_\_\_\_\_,  
Petitioner,

Citation No. \_\_\_\_\_  
\_\_\_\_\_

v

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

**MOTION TO VACATE DEFAULT JUDGMENT**

NOW COMES the above-named respondent, and asks this Administrative Body to vacate the default judgment entered against the respondent in the above captioned matter. I did not contest (in-person) the above-referenced citation(s) for the following reason(s):

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_

Under penalties of perjury (735 ILCS 5/1-109), respondent swears/affirms the truth of the statements set forth above.

Date: \_\_\_\_\_

\_\_\_\_\_  
Respondent's Signature/Attorney for Respondent

\_\_\_\_\_  
Respondent's Address and Phone #

**Do Not Write Below This Line**

**ORDER**

This matter being heard on the above Motion and the Administrative Body being fully advised,  
IT IS HEREBY ORDERED THAT:

The Motion to Vacate is: \_\_\_\_\_.

ENTERED: \_\_\_\_\_

Hearing Officer

Date: \_\_\_\_\_