

**IN THE CITY OF SPRINGFIELD, ILLINOIS  
CODE HEARING DEPARTMENT**

**THE CITY OF SPRINGFIELD, ILLINOIS, )  
a Municipal Corporation, )**

**Plaintiff, )**

**vs. )**

**Case No. \_\_\_\_-AC-\_\_\_\_\_**

\_\_\_\_\_) )

\_\_\_\_\_) )

**Defendant(s). )**

**PETITION TO SET ASIDE ORDER OF DEFAULT**

**NOW COMES** the Defendant, \_\_\_\_\_, and hereby petitions the Code Hearing Officer to set aside the Findings, Decision and Order of Default entered in the above-captioned matter on \_\_\_\_\_, 2016 and in support thereof does state, under oath, that the Defendant **was unable to attend said hearing for good cause, OR did not receive proper service of process** (circle applicable reason), for the following specific reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date Defendant's Signature

\_\_\_\_\_  
Defendant's or counsel's/representative's address City, State, Zip Telephone No.

**ORDER**

This matter coming to be heard on the above Petition, and the Code Hearing Officer being advised in the Premises, **IT IS HEREBY ORDERED THAT:**

\_\_\_ The Petition is **Granted** and a new Hearing is scheduled for: \_\_\_\_\_ at \_\_\_\_\_ A.M.  
Council Chambers, Municipal Center West  
300 South 7<sup>th</sup> Street, Room 301  
Springfield, IL 62701

\_\_\_ The Petition is **Denied** as untimely.  
\_\_\_ The Petition is **Denied** on the merits.

**DATED:** \_\_\_\_\_

**ENTERED:** \_\_\_\_\_  
Code Hearing Officer