State Office of Administrative Hearings

P.O. Box 13025, Austin, Texas 78711-3025
Phone 512.475.4993 | Fax 512.522.5263

Motion to Set Aside Default by Self-Represented Litigant

Case Name:

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Driver's License (ALR) Case Number:

_____
Printed Name

_____
Email Address

_____
Address

_____
City   State   Zip

_____
Hearing Date

_____
Hearing Time

_____
Hearing Location

1. I hereby request that the default decision against me in this case be set aside and that the hearing and record be reopened. There is good cause to set aside the default and reopen the hearing, and/or it is in the interest of justice to set aside the default and reopen the hearing, because:

2. My failure to appear at the hearing was not intentional or the result of conscious indifference, but was accidental and a mistake on my part.

3. I contacted _____, who is the other party to the hearing or the other party's attorney.

4. The other party:

   ☐   **DOES NOT OPPOSE** the motion.

   ☐   **OPPOSES** the motion.

   ☐   **WAS NOT AVAILABLE** to discuss the request.

5. I can be available on the following dates for rescheduling the hearing (three available dates and times must be included):

_____   _____
Proposed Hearing Date One   Proposed Hearing Time One

_____   _____
Proposed Hearing Date Two   Proposed Hearing Time Two

_____   _____
Proposed Hearing Date Three   Proposed Hearing Time Three

I certify that on this date I served a copy of the Motion to Set Aside Default to the opposing party by the following means:

☐   First Class Mail

☐   Fax

☐   Email

_____   _____
Signature   Date