



State Office of Administrative Hearings

P.O. Box 13025, Austin, Texas 78711-3025

Phone 512.475.4993 | Fax 512.322.2061

Motion to Set Aside Default by Self-Represented Litigant

Case Name:

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SOAH Docket Number:

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Printed Name

Email Address

Address:

Street Name

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