



**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:

§ 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

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Signature

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Date