



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:

§ Driver's License (ALR) Case Number:

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Printed Name

Email Address

Address

City

State

Zip

Hearing Date

Hearing Time

Virtual Hearing Room Number (this is found in the Virtual Hearing Password and will read as ALRVHR*** with the asterisks representing the hearing room number for your hearing)

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. I contacted _____, who is the DPS attorney assigned to my case.

3. The DPS attorney:

- ☐ **DOES NOT OPPOSE** the motion.
- ☐ **OPPOSES** the motion.
- ☐ **WAS NOT AVAILABLE** to discuss the request.

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

First Class Mail

Fax

Email

Signature

Date