



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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§
§
§

SOAH Docket Number:

Printed Name

Email Address

Mailing Address

City

State

Zip Code

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):

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