



Would you rather have your hearing over the telephone?

You can now contest your ordinance violation from the safety of your own HOME. Follow these step by step instructions for initiating a hearing by telephone.

Step 1. Provide the Department of Administrative hearings with the following information:

Ticket Number: _____

Name: _____

Phone Number: _____

Email Address: _____

Step 2. Send this form back to the Department of Administrative Hearings no less than 14 days prior to your scheduled hearing.

- a. Fax this form to 312-603-2125, or
- b. Email the form to adminhearings@cookcountyil.gov
- c. Mail the form to Cook County Dept. of Administrative Hearings, 118 N. Clark, #1140, Chicago, IL 60602

Step 3. Once we've received this form, a member of our Administrative Hearings staff will contact you with additional details, including date and time of your phone hearing. Please submit any evidence (if you choose to present any) via fax or email prior to your hearing.

REQUEST FOR A TELEPHONE HEARING

I request that the hearing on this ticket be conducted by phone. I understand that I will be given notice of the date and time of the telephone hearing and that it is my responsibility to call the number provided at the specified date and time.

Signature

Date