Phone Hearing Request Form

You can now contest your ordinance violation from 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 7 days prior to your scheduled hearing. We will be unable to accommodate phone hearing requests submitted fewer than 7 days in advance.

a. Fax it back to 312-603-2125
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 court staff will contact you with additional details, including date and time of your phone hearing, instructions for calling into your hearing, and how you can send evidence (if you choose to present any) prior to your hearing.

Please note that if you choose to have a hearing by phone, you may still testify, present witnesses, submit relevant documents and photos into evidence, and cross-examine opposing witnesses, just as you would at in-person 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. **If I am unavailable at that date, at least three days prior to the scheduled date, I will contact the Cook County Department of Administrative Hearings and request that the hearing date be rescheduled.**

_____

_ Signature Date