Bloomington ILLINOIS

ADMINISTRATIVE COURT

DEFAULT JUDGMENT PROCESS AND EXPECTED ACTIONS

The goal of Administrative Court is abatement. This document will explain the financial judgment and the necessary abatement actions required.

1. Defendants are noticed to appear in court at least 14 days of their scheduled court date. When a Defendant/Legal Representative fails to appear in court a Default Judgment order is entered in their absence and provided to the Defendant via U.S. postal mail.

2. The Default Judgment order will have a breakdown of the total judgment amount. Typically, the total judgment amount is a combination of fines, costs and fees associated with the case matter. The judgement amount is to be paid to the City of Bloomington within 35 days from the date that the Default Judgment order was entered. This date will always coincide with the court date for which the Defendant was noticed to appear.

3. Any case matters that relate to property and building safety violations, must have abatement of all violations in addition to payment of the judgment amount.

4. If you believe that the Default Judgment order was entered invalidly, you may file a Petition to Set Aside Order of Default within 21 days of the judgment with the City of Bloomington Legal Department located at 115 E. Washington Street, Bloomington, IL 61701. If you have any questions, please contact our office at 309-434-2213.

5. Payment methods: By mail to the Legal Dept, 115 E. Washington Street, Suite 403, Bloomington, IL 61701. Over the phone using Visa, Mastercard, Discover at 309-434-2509 x0. In-person at the Hub, located inside the Government Center, 115 E Washington St. Payment is accepted from 8:00 A.M. to 4:30 P.M. Monday thru Friday.

6. You have 35 days from the date of service of the Default Judgment order to file with the McLean County, Illinois, Circuit Court a complaint for administrative review and to issue summons.

7. Failure to pay will result in the case being filed in McLean County Circuit Court or with the State of Illinois for collection.