



Procedures for Filing Motion to Set Aside Decision and Order of Default

In order for the Department of Appeals & Hearings (DAH) to consider and rule upon a Motion to Set Aside Decision and Order of Default, a respondent MUST comply with ALL of the following within **21 days** from entry of the Decision and Order of Default:

- 1) File at DAH: the **notarized** Motion and Affidavit to Set Aside Decision and Order of Default (form provided at DAH) for each ticket; **AND**
- 2) Pay to DAH: **\$20 Motion Fee** for each ticket; **AND**
- 3) Pay to DAH: a **bond** in the amount of the decision and order of default judgments.

Make check or money order payable to: "Treasurer, City of Detroit."

Acceptable payments: Credit/Debit Cards (Visa, Discover, Mastercard)

Failure to comply with any of the above will result in an AUTOMATIC DENIAL of the Motion. If all of the above requirements are complied with, the decision to grant or deny the Motion will be based on **good cause** shown and the **defense** to the blight violation, as required to be stated in your Motion within 30 days from receipt.