

THE ADJUDICATION HEARING PROCESS

ATTENDING THE HEARING

Adjudication Hearings are held in the Village Hall, located at 442 N. Cedar Lake Road, Round Lake, IL 60073 and are conducted in the Council Chambers, on the 2nd Floor. Hearings take place on the second Thursday of every month at 2pm. It is recommended that you arrive a few minutes early. Once you arrive, please check-in and sit down until your case is called.

If you have difficulty understanding the English language, please bring with you to the Adjudication Hearing, someone who understands the English language, in order to assist you. Interpreters are not provided at Adjudication Hearings.

MUST APPEAR

If you receive a Citation stating you Must Appear at an Adjudication Hearing, you must be present on the date and time specified on the Citation. You may represent yourself or hire an attorney to represent you at your own expense.

After your case is heard and all evidence presented, the Hearing Officer will determine whether you are liable based on the evidence presented. If you are found liable, the Hearing Officer may issue a penalty greater or less than the amount stated on the Citation, plus a hearing cost pursuant to the provisions set forth in the Round Lake Municipal Code. If you are found not liable, no fines or hearing costs will be assessed.

Failure to appear may result in a default judgement being entered against you and the imposition of a maximum fine for each alleged offense cited, plus hearing costs.

The Hearing Officer's findings will be rendered in the form of a written document which you will receive at the end of your hearing. The Hearing Officer's findings will promptly be mailed to those who do not appear.

MAY APPEAR

If you receive a Citation stating you May Appear at an Adjudication Hearing, you are not required to appear at a hearing if payment is remitted at least 48 hours prior to the hearing date listed on the Citation. Payment shall serve as a plea of liable.

If you wish to contest a Citation, other than for a parking violation, you must appear on the date and at the time scheduled for the Adjudication Hearing as indicated on the Citation. You may represent yourself or hire an attorney to represent you at your own expense. If you choose to appear and are found liable, you may be fined more or less than the amount stated on the Citation, plus a hearing cost. If you choose to appear and are found not liable, no fines or hearing costs will be assessed.

Parking Citations may be disputed in writing, by using the [online form](#).

Where a Citation is not paid, and where Respondent did not appear, a default judgement may be entered against you and a fine may be imposed for each alleged offense cited.

The Hearing Officer's findings will be rendered in the form of a written document which you will receive at the end of your hearing if you are present. The Hearing Officer's findings will promptly be mailed to those who are not present.

THE HEARING PROCESS

When the Hearing Officer enters the room, he or she will make an opening statement identifying him or herself, their role, the expectations of the respondent, and the process for the hearing. When your case is called, you should step up to the table in front of the Hearing Officer's bench.

At the hearing, you will be given the opportunity to present your side of the matter before the Hearing Officer, including presenting witnesses and physical evidence such as bills, receipts and photos on your behalf. All documents presented may be retained by the Hearing Officer as evidence.

By law, the Village representative who issued the Citation is not required to appear at the Adjudication Hearing. The Hearing Officer may decide that the Citation is legally sufficient to stand on its own in the absence of the Village representative.

PENALTIES AND PAYMENT

All fines are payable to the Village of Round Lake within 14 days of the Adjudication Hearing. Payments not received will be sent to Collections.

Payment Options:

IN PERSON, PAYMENT DROP BOX, OR BY MAIL: Round Lake Village Hall, 442 N. Cedar Lake Rd, Round Lake, IL 60073. Please reference the Citation number. Checks shall be made payable to Village of Round Lake.

ONLINE: Visit www.roundlakeil.gov and select Online Payments from the Homepage.

APPEALS

If you have been found Liable Ex Parte, you have 21 days from the date of the Findings, Decision and Order to file a motion to set aside or vacate the default judgement. To file a motion to set aside or vacate the default judgement, use the [online form](#).

If you have been found Liable, you have the right to appeal the Hearing Officer's findings, pursuant to the Illinois Administrative Review Law (735 ILCS 5/3-101, et seq.) by filing a written appeal, within 35 days from the date of the Findings, Decision and Order, with the Lake County Circuit Court.