

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY, ILLINOIS

Plaintiff(s)

No. \_\_\_\_\_

VS.

Amount Claimed \_\_\_\_\_

Defendant(s)

**SUMMONS**

To each defendant:

You are hereby summoned and required to appear before this court at

\_\_\_\_\_, Illinois,

at \_\_\_\_\_ o'clock \_\_\_\_\_ M., on \_\_\_\_\_, \_\_\_\_\_, to answer the complaint in this case, a copy of which is hereto attached. IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

To the officer:

This summons must be returned by the officer or other person to whom it was given for service, with indorsement of service and fees, if any, immediately after service and not less than 3 days before day of appearance. If service cannot be made, this summons shall be returned so indorsed. This summons may not be served later than 3 days before the day for appearance.

WITNESS, \_\_\_\_\_, \_\_\_\_\_.

(Seal of court)

\_\_\_\_\_  
(Clerk of the Circuit Court)

\_\_\_\_\_  
(Plaintiff's attorney or plaintiff if he is not represented by an attorney)

Name  
Attorney for  
Address  
City  
Telephone

Date of service: \_\_\_\_\_, \_\_\_\_\_.  
(To be inserted by officer on copy left with defendant or other person)

**SHERIFF'S FEES**

Service and return ..... \$ \_\_\_\_\_  
Miles \_\_\_\_\_  
Total ..... \$ \_\_\_\_\_

\_\_\_\_\_  
Sheriff of \_\_\_\_\_ County

I certify that I served this summons on defendants as follows:

**(a) – (Individual defendants—personal):**

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) - (Individual defendants—abode):**

By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of the family or a person residing there, of the age of 13 years or upwards, informing that person of the contents of the summons.

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom the summons was left; and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows:

Name of defendant	Mailing Address	Date of mailing
_____	_____	_____
_____	_____	_____

**(c) – (Corporation defendants):**

By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows:

Defendant corporation	Registered agent, officer or agent	Date of service
_____	_____	_____
_____	_____	_____

**(d) – (Other service):**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, Sheriff of \_\_\_\_\_ County

By \_\_\_\_\_, Deputy

**SHERIFF'S FEES**

Service and return . . . . . \$ \_\_\_\_\_  
Miles \_\_\_\_\_  
Total . . . . . \$ \_\_\_\_\_

\_\_\_\_\_  
Sheriff of \_\_\_\_\_ County

I certify that I served this summons on defendants as follows:

**(a) – (Individual defendants—personal):**

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(b) - (Individual defendants—abode):**

By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of the family or a person residing there, of the age of 13 years or upwards, informing that person of the contents of the summons.

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom the summons was left; and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows:

Name of defendant	Mailing Address	Date of mailing
_____	_____	_____
_____	_____	_____

**(c) – (Corporation defendants):**

By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows:

Defendant corporation	Registered agent, officer or agent	Date of service
_____	_____	_____
_____	_____	_____

**(d) – (Other service):**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_, Sheriff of \_\_\_\_\_ County

By \_\_\_\_\_, Deputy

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(Seal of court)

WITNESS, \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(Clerk of the Circuit Court)

\_\_\_\_\_  
(Plaintiff's attorney or plaintiff if he is not represented by an attorney)

Name  
Attorney for  
Address  
City  
Telephone

Date of service: \_\_\_\_\_, \_\_\_\_\_.  
(To be inserted by officer on copy left with defendant or other person)