

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

Plaintiff(s)

No. _____

VS.

Amount Claimed _____

Defendant(s)

SUMMONS, FORCIBLE ENTRY AND DETAINER

To each defendant:

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

_____, Illinois,

at _____ o'clock _____ M., on _____, 20____, *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.

(Seal of court) WITNESS, _____, 20____.

(Clerk of the Circuit Court)

*Insert date which is not less than 7 or more than 40 days after date of issuance.

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

Name
Attorney for
Address
City
Telephone

Date of service: _____, 20____.
(To be inserted by officer on copy left with defendant or other person)

NOTICE TO DEFENDANTS

At the time and place indicated in this summons you must appear either in person or by an attorney and make your presence known to the court. You need not file any written answer to the complaint of the plaintiff which has been herewith served upon you, unless ordered to do so by the court. If you do not appear at the time and place indicated in this summons, the allegations of the complaint will be taken as confessed and judgment in may be entered against you for the relief asked in the complaint. The case will be tried on the day set for your appearance unless otherwise ordered by the court. If you wish to contest this claim, you must appear at the time and place stated herein, with the witnesses, books or documents needed to establish your defense.

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 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 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 or her 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