

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

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

v.

} NO. \_\_\_\_\_

**SUMMONS**

To the defendant:

YOU ARE SUMMONED and required to file an answer in this case, or otherwise file your appearance, in the office of the clerk of this court \_\_\_\_\_,

(Insert name of building, room number, address, including city)

Illinois, within 30 days after service of this summons, not counting the day of service. IF YOU FAIL TO DO SO, A JUDGMENT OR DECREE 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 persons to whom it was given for service, with indorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so indorsed. This summons may not be served later than 30 days after its date.

WITNESS \_\_\_\_\_, 20 \_\_\_\_.

(Seal of court)

\_\_\_\_\_  
Clerk of court

\_\_\_\_\_  
Associate Circuit Clerk-Deputy

Name  
Attorney for  
Address  
City  
Telephone

Date of service: \_\_\_\_\_, 20 \_\_\_\_.  
(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):

By leaving a copy and a copy of the complaint with each individual defendant personally, as follows:

Name of defendant	Date of service
_____	_____
_____	_____
_____	_____

(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, 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	Person with whom left	Date of service	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