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(F 8)	E OF ILLINOIS, CIRCUIT COURT		
Alias Sun			
Check if this	is not the 1 st Summons issued for this Def	endant/Respondent.	
COUNTY:			
	Where You Are Filing the Case		
Enter the case informati	ion as it appears on your other court docu	ments.	
PLAINTIFF/PETITIO	NER OR IN RE:		
Who started the case.	First, Middle, and Lo	st Name, or Business Name	
DEFENDANTS/RESF Who the case was filed			Case Number
	First, Middle, and Last N	lame, or Business Name	
	espondent named above h t how to respond to this la		
For the person filling	g out this form: Read all instruction	ons in this box.	
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	nly be used for certain types of ca	ses. See the <i>How To Serve</i>	a Summons Instructions for mo
information: <u>ilcourts</u>	s.info/how-to-summons.		
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	In person at:		
	Courtroom Address	Courtroom Number	
	Remotely (video or telephone)		
	By video conference at:		
	Video Conference V		
	Log-in information:	og-in Information, Meeting ID, Password, etc.	
	By telephone at: Call-in Number for Tele	 phone Remote Appearance	
	To find out more about remote court option		
	·		
	Circuit Clerk's Phone Number	Website:	
. AD	DITIONAL INFORMATION ABOUT THE LA	WSUIT	
a.	I am asking for the following amount of money in my	y Complaint/Petition: \$	
		(Enter 0 if you are not asking fo	or money)
	I am asking for the return of tangible personal property Complaint/Petition. Yes No	rty (items in the Defendant/Respondent's	possessio
. DEI	FENDANT/RESPONDENT'S INFORMATIO	V	
٠	☐ I am having 1 Defendant/Respondent served and		
	I am having more than 1 Defendant/Respondent		
			tached
			
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Case Number _____

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Street Address: Street, Apt #			
, ,			
City, State, ZIP:		State	 Zip
2,			•
Telepnone:	Email:		
•	uments on this Defendant/Respondent: process server	ective	
Sheriff outside Illinois:			
	nty & State		
PLAINTIFF/PETITIONER INFOR	RMATION:		
Enter your information below.			
First, Middle and Last Name			
Cr A. d. d	rst, Middle and Last Name		
Street Address Street, Apt #			
• •			
City City		State	 Zip
	Email:		
	u do not miss important information, court dates, c		
	process server will fill in this section.		
To be filled in by the Circuit Clerk:			
Witness this Date:		Seal of Cou	urt
Clerk of the Court:			
To be filled in by an officer or process s	erver:		
Date of Service:			
	his copy of the Summons to the person sei		

Case Number_

N

- If 2 is checked, this is a date certain Summons and must be served at least 21 days before the court date, unless 3b is checked yes.
 - If **2** is checked **and 3b** is checked yes, the *Summons* must be served at least 3 days before the court date.
- Fill in the date above and give this copy of the Summons to the person served.
- You must also complete the attached *Proof of Service* form and file it with the court or return it to the Plaintiff.



NEXT STEPS FOR PERSON FILLING OUT THIS FORM:

When you file a lawsuit, you must notify the person or business you are suing of the court case by having the *Summons* and Complaint or Petition delivered to them. This is called "serving" them.

File your *Summons* and Complaint or Petition with the Circuit Clerk in the county where your court case should be filed. The Circuit Clerk will "issue" the *Summons* by putting a court seal on the form.

Have the sheriff or a private process server serve the *Summons* and a copy of the Complaint or Petition on the Defendant/Respondent. You cannot serve the *Summons* yourself.



Learn more about each step in the process and how to file in the instructions: <u>ilcourts.info/how-to-summons</u>.

NEXT STEPS FOR PERSON RECEIVING THIS DOCUMENT:



You have been sued:

- Read all documents attached to this Summons.
- All documents referred to in this *Summons* can be found at <u>ilcourts.info/forms</u>. Other documents may be available from your local Circuit Court Clerk's office or website.
- You may be charged filing fees, but if you cannot pay them, you can file an *Application for Waiver of Court Fees (Civil)*.
- When you go to court, it is possible that the court will allow you to attend the first court date in this case inperson or remotely by video or phone. Contact the Circuit Court Clerk's office or visit the Court's website to find out whether this is possible and, if so, how to do this.

If Section 1 on page 1 of this *Summons* is checked (30-day summons):

- You **must** file official documents called an *Appearance* and an *Answer/Response* with the court within 30 days of the date you were served with this *Summons*.
- If you do not file an *Appearance* and *Answer/Response* on time, the judge may decide the case without hearing from you. This is called "default." As a result, you could lose the case.
- After you fill out the necessary documents, you need to electronically file (e-file) them with the court. To e-file, you must create an account with an e-filing service provider. For more information, go to ilcourts.info/efile. If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You should be notified of any future court dates.

If Section 2 on page 1 of this Summons is checked (date certain summons):

- You **must** attend court on the date listed in Section 2 of this *Summons*.
- If you do not attend that court date, the judge may decide the case without hearing from you. This is called "default." As a result, you could lose the case.

Need Help? ¿Necesita ayuda?

- Call or text Illinois Court Help at 833-411-1121 or go to <u>ilcourthelp.gov</u> for information about going to court, including how to fill out and file documents.
- Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite <u>ilcourthelp.gov</u> para obtener información sobre los casos de la corte y cómo completar y presentar formularios.
- You can also get free legal information and legal referrals at illinoislegalaid.org.
- If there are any words or terms that you do not understand, please visit Illinois Legal Aid Online at illao.info/glossary. You may also find more information, resources, and the location of your local legal self-help center at: ilao.info/lshc-directory.

PROOF OF SERVICE OF SUMMONS AND COMPLAINT/PETITION IN THE STATE OF ILLINOIS, CIRCUIT COURT ☐ Alias Summons Check if this is not the 1st Summons issued for this Defendant/Respondent. **COUNTY:** County Where You Are Filing the Case Enter the case information as it appears on your other court documents. PLAINTIFF/PETITIONER OR IN RE: First, Middle, and Last Name, or Business Name Who started the case. Case Number DEFENDANTS/RESPONDENTS: Who the case was filed against. First, Middle, and Last Name, or Business Name Do not complete the rest of the form. The sheriff or special process server will fill in the form. Give them one copy of this blank *Proof of Service* form for each Defendant/Respondent who will be served. My name is

Officer/Process Server First, Middle, Last Name SERVICE INFORMATION Defendant/Respondent: First, Middle, Last Name, or Business Name I was not able to serve the *Summons* and Complaint/Petition on the Defendant/Respondent named above. - or -I served the Summons and Complaint/Petition on the Defendant/Respondent named above as follows: **Personally** on the Defendant/Respondent: Male Female Non-Binary Approx. Age: _____ Race: _____ On this date: _____ at this time: ____ a.m. p.m. Address, Unit#: _____ City, State, ZIP: ___ On someone else at the Defendant/Respondent's home who is at least 13 years old and is a family member or lives there: Name of person served: First, Middle, Last Name Male Female Non-Binary Approx. Age: _____ Race: _____ On this date: _____ at this time: _____ a.m. \[\p.m. Address, Unit#: _____ and by sending a copy to this Defendant/Respondent in a postage-paid, sealed envelope to the above address on this date: ______

		Case N	umber	
On the Business's agent: First, Mic	ddle, Last Name			
Male Female Non-Binar		Race: _		
On this date:	at this time:		_	
Address, Unit#:				
City, State, ZIP:				
SERVICE ATTEMPTS				
I made the following attempts to serve the	e Summons and Cor	nplaint/Petition or	the Defendant/Res	spondent:
First Attempt: On this date:		•		•
Address, Unit#:				p
				•
City, State, ZIP:Other information about service attempt	 ot:			
Second Attempt: On this date:	a	this time:	a.m.	p.m.
Address, Unit#:				
City, State, ZIP:				
Other information about service attempt				
Third Attempt: On this date:	a	this time:	a.m.	p.m.
Address, Unit#:				
City, State, ZIP:				
Other information about service attempt	ot:			
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ertify under <u>735 ILCS 5/1-109</u> that:				
everything in this document is true and correlational understand that making a false statement of				correct, and
our Signature <u>/s/</u>			,	
ou are: Sheriff in Illinois	<u></u>	I process server		
Sheriff outside Illinois:	Licens		e, license number: _	
County and St	tate			License numb
: ES: Service and Return: \$ Mile	es: Ś	Total: \$		
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