

**Rule 291. Proceedings Under the Administrative Review Law**

In the Circuit Court of the \_\_\_\_\_ Judicial Circuit  
\_\_\_\_\_ County, Illinois  
(Or, In the Circuit Court of Cook County, Illinois)

A.B., C.D., etc. (naming all plaintiffs), )  
Plaintiffs, )  
v. )  
) No. \_\_\_\_\_  
First the Agency appealed from, and )  
the defendants, and parties not )  
appealing, )  
Defendants. )

To each of the above-named defendants:

You are hereby summoned and required to file an answer in this case or otherwise file your appearance in the office of the clerk of this court within 35 days after the date of this summons.

E-filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/FAQ/gethelp.asp>, or talk with your local circuit clerk's office.

This summons is served upon you by registered or certified mail pursuant to the provisions of the Administrative Review Law.

Witness \_\_\_\_\_, 20 \_\_\_\_

(Seal of Court)

\_\_\_\_\_  
Clerk of Court

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

Address \_\_\_\_\_

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

Facsimile Telephone No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

(If service by facsimile transmission will be accepted, the telephone number of the plaintiff or plaintiff's attorney's facsimile machine is additionally required.)