

*For Court Use Only*

- Read all documents attached to this *Summons*.
- You **MUST** file an official document with the court within the time stated on this *Summons* called an *Appearance* and a document called an *Answer/Response*. 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.
- All documents referred to in this *Summons* can be found at [ilcourts.info/forms](http://ilcourts.info/forms). Other documents may be available from your local Circuit Court Clerk’s office or website.
- 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/efiling](http://ilcourts.info/efiling). If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You may be charged filing fees, but if you cannot pay them, you can file an Application for Waiver of Court Fees.
- It is possible that the court will allow you to attend the first court date in this case in-person 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.
- Need help? Call or text Illinois Court Help at 833-411-1121 or go to [ilcourthelp.gov](http://ilcourthelp.gov) for information about going to court, including how to fill out and file documents. You can also get free legal information and legal referrals at [illinoislegalaid.org](http://illinoislegalaid.org).
- ¿Necesita ayuda? Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite [ilcourthelp.gov](http://ilcourthelp.gov) para obtener información sobre los casos de la corte y cómo completar y presentar formularios.

In **1c**, check how you are sending your documents to Respondent.

## County &amp; State

Name (First, Middle, Last): \_\_\_\_\_  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Important  
information for the  
person getting this  
form:**

To participate in the case, you must follow the instructions listed below. If you do not, the court may decide the case without hearing from you and you could lose the case. *Appearance* and *Answer/Response* forms can be found at: [ilcourts.info/forms](http://ilcourts.info/forms).

a. To respond to this *Summons*, you must file *Appearance* and *Answer/Response* forms with the court within 30 days after you have been served (*not counting the day of service*) by e-filing or at:

b. A DISSOLUTION ACTION STAY IS IN FULL FORCE AND EFFECT UPON SERVICE OF THIS SUMMONS. THE CONDITIONS OF THE STAY ARE SET FORTH ON THE BOTTOM OF THIS PAGE. ANY PERSON WHO FAILS TO OBEY THE DISSOLUTION ACTION STAY MAY BE SUBJECT TO PUNISHMENT FOR CONTEMPT.

c. You may be able to attend court by phone or video conference. This is called a “Remote Appearance.”

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website  
*Circuit Clerk's phone number*  
 at: \_\_\_\_\_ to find out more about how to do this.  
*Website*

**Witness this Date:** \_\_\_\_\_

Seal of Court

**Clerk of the Court:**

**This *Summons* must be served within 30 days of the witness date.**

Date of Service: \_\_\_\_\_  
(Date to be entered by an officer or process server on the  
copy of this Summons left with the Defendant or other person.)

## CONDITIONS OF DISSOLUTION ACTION STAY

## 750 ILCS 5/501.1

- (a) Upon service of a summons and petition or praecipe filed under the Illinois Marriage and Dissolution of Marriage Act or upon the filing of the respondent's appearance in the proceeding, whichever first occurs, a dissolution action stay shall be in effect against both parties, without bond or further notice, until a final judgement is entered, the proceeding is dismissed, or until further order of the court:
  - (1) restraining both parties from physically abusing, harassing, intimidating, striking, or interfering with the personal liberty of the other party or the minor children of either party; and
  - (2) restraining both parties from concealing a minor child of either party from the child's other parent. The restraint provided in this subsection (a) does not operate to make unavailable any of the remedies provided in the Illinois Domestic Violence Act of 1986.
- (b) (Blank).
- (c) (Blank).
- (d) (Blank).
- (e) In a proceeding filed under this Act, the summons shall provide notice of the entry of the automatic dissolution action stay in a form as required by applicable rules.

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**\*\*Stop. Do not complete the form. The sheriff or special process server will fill in the form.\*\***

**My name** \_\_\_\_\_ **and I state** \_\_\_\_\_  
*First, Middle, Last*

☐ that I served the *Summons* and *Petition for Dissolution of Marriage/Civil Union* on the Respondent as follows:

First. Middle. Last

- ☐ Personally on the Respondent:  
☐ Male    ☐ Female    ☐ Non-Binary    Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
On this \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m.    ☐ p.m.  
Address, Unit \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_
- ☐ On someone else at the Respondent's home who is at least 13 years old and is a family member or lives there:  
On this \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m.    ☐ p.m.  
Address, Unit \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
And left it with: \_\_\_\_\_  
*First, Middle, Last*  
☐ Male    ☐ Female    ☐ Non-Binary    Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
and by sending a copy to Respondent in a postage-paid, sealed envelope to the  
above address on \_\_\_\_\_, 20\_\_\_\_.

☐ I was not able to serve the *Summons* and *Petition* on Respondent:

\_\_\_\_\_  
First, Middle, Last

I made the following attempts to serve the *Summons* and *Petition* on the Respondent:

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Address: \_\_\_\_\_  
City, State, \_\_\_\_\_  
Other information about service \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

**If you are a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service of Summons and Petition for Dissolution of Marriage/Civil Union* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**By:**

\_\_\_\_\_  
Signature by: ☐ Sheriff  
☐ Sheriff outside Illinois:  
\_\_\_\_\_  
County and State  
☐ Special process server  
☐ Licensed private detective

**FEES**

Service and Return: \$ \_\_\_\_\_  
Miles \_\_\_\_\_ \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

\_\_\_\_\_  
Print Name

If *Summons* is served by licensed private detective or private detective agency:  
License Number: \_\_\_\_\_