

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	SUMMONS PETITION FOR DISSOLUTION OF MARRIAGE/CIVIL UNION	<i>For Court Use Only</i>
Instructions ▼ Enter above the county name where the case was filed. Enter your name as Petitioner. Enter the name of your spouse/partner as Respondent. Enter the Case Number given by the Circuit Clerk.	_____ Petitioner <i>(First, middle, last name)</i> v. _____ Respondent <i>(First, middle, last name)</i> <input type="checkbox"/> Alias Summons <i>(Check this box if this is not the 1st Summons issued for this Respondent.)</i>	_____ Case Number

IMPORTANT INFORMATION:

There may be court fees to start or respond to a case. If you are unable to pay your court fees, you can apply for a fee waiver. You can find the fee waiver application at: illinoiscourts.gov/documents-and-forms/approved-forms/.

E-filing is now mandatory with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit 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 illinoiscourts.gov/faq/gethelp.asp or talk with your local circuit clerk's office. If you cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your circuit clerk for more information or visit illinoislegalaid.org.

Call or text Illinois Court Help at 833-411-1121 for information about how to go to court including how to fill out and file forms. You can also get free legal information and legal referrals at illinoislegalaid.org.

In 1a, enter the name and address of Respondent.

1. Respondent's address and service information

- a. Respondent's primary address/information for service:
 Name *(First, Middle, Last)*: _____
 Street Address, Unit #: _____
 City, State, ZIP: _____
 Telephone: _____ Email: _____
- b. If you have more than one address where Respondent might be found, list that here:
 Name *(First, Middle, Last)*: _____
 Street Address, Unit #: _____
 City, State, ZIP: _____
 Telephone: _____ Email: _____
- c. Method of service on Respondent
 Sheriff Sheriff outside Illinois _____
County & State
 Special process server Licensed private detective

In 1b, enter a second address for Respondent, if you have one.

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

In 2, Enter your name, address, phone number and email address, if you have one. If you do not want your spouse to know your address because of domestic violence, you may use another address. That address must be one at which you can receive mail about the case.

2. Contact information for the Petitioner:

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

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

Important information for the person getting this form: You have been sued. Read all of the documents attached to this *Summons*. 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: illinoiscourts.gov/documents-and-forms/approved-forms/.

In 3a, fill out the address of the court building where the Respondent may file or e-file their *Appearance* and *Answer/Response*.

3. Instructions for person receiving this *Summons* (Respondent):

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:
Address: _____
City, State, ZIP: _____

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

In 3c, fill out the clerk's phone number and website. All of this information is available from the Circuit Clerk. Find their phone number at illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/.

STOP!
The Circuit Clerk will fill in this section.

Witness this Date: _____

Seal of Court

Clerk of the Court: _____

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

STOP!
The officer or process server will fill in the Date of Service.

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.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	PROOF OF SERVICE OF SUMMONS AND PETITION FOR DISSOLUTION OF MARRIAGE/CIVIL UNION	<i>For Court Use Only</i>
Instructions Enter above the county name where the case was filed. Enter your name as Petitioner. Enter the name of your spouse/partner as Respondent. Enter the Case Number given by the Circuit Clerk.	_____ Petitioner (<i>First, middle, last name</i>) V. _____ Respondent (<i>First, middle, last name</i>) <input type="checkbox"/> Alias Summons (<i>Check this box if this is not the 1st Summons issued for this Respondent.</i>)	_____ Case Number

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

My name is _____ 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 date: _____ 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 date: _____ 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, ZIP: _____
 Other information about service attempt: _____

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: _____