

Getting Started Summons

IMPORTANT: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Summons* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *How to Serve a Summons* instruction sheet and the instructions on the form.

Name of the form:	<i>Summons</i> <i>Additional Defendant/Respondent Address and Service Information for Summons</i>
Purpose of the form:	The <i>Summons</i> tells a person they are being sued and where and when to respond to the lawsuit.
Types of cases the form CAN be used for:	Most civil cases, for example: lawsuits for injury or property damage.
Types of cases the form CANNOT be used for:	<ul style="list-style-type: none">• Criminal cases• Some civil cases: eviction, divorce, foreclosure, paternity, small claims, orders of protection, stalking no contact orders, civil no contact orders, adult guardianship, detainee, and administrative review cases.
Cost to file the form:	There is a fee to file your Complaint with the court. You must also pay the sheriff who serves the <i>Summons</i> for you. If you cannot afford to pay the filing fee, you can ask the court to file for free by filing the Application for Waiver of Court Fees found online at: ilcourts.info/forms .
Special information or papers needed to complete the form:	You will need the other parties' names and addresses. You will also need your Complaint/Petition to attach to the <i>Summons</i> . Check with the Circuit Clerk if there are any additional local notices or documents that are required to be attached to the <i>Summons</i> .
Statutes and rules covering the form:	IL Code of Civil Procedure Sections 2-201 through 2-211; 735 ILCS 5/2-201 et seq. Illinois Supreme Court Rules 101, 102, 103, 104, 131, 283, and 284.
For more information:	Read the <i>How to Serve a Summons</i> instruction sheet that comes with the form. You may also find more information and resources at the courthouse or by going to: illinoislegalaid.org/legal-information/serving-summons .