

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>
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:	Criminal cases and some civil cases including eviction, divorce, foreclosure, paternity, small claims, orders of protection, stalking no contact orders, and civil no contact orders.
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 fees, fill out the <i>Application for Waiver of Court Fees</i> to ask the court for a fee waiver. illinoiscourts.gov/documents-and-forms/approved-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 .