



# CITATION TO DISCOVER ASSETS TO DEBTOR

IN THE STATE OF ILLINOIS, CIRCUIT COURT

**COUNTY:** \_\_\_\_\_

*County Where the Case Was Filed*

*Enter the case information as it appears on your other court documents.*

**PLAINTIFF:** \_\_\_\_\_

*Who started the case. First, Middle, and Last Name, or Business Name*

\_\_\_\_\_ **Case Number**

**DEFENDANT:** \_\_\_\_\_

*Who the case was filed against. First, Middle, and Last Name*

## 1. Name and Address of Debtor

*If the debtor is a person, enter the address where the debtor can be served.*

*If the debtor is a business, enter the name and address of the business's representative. The business's representative can be found on the Illinois Secretary of State's website at [bit.ly/Business-Search](http://bit.ly/Business-Search).*

Debtor's Name \_\_\_\_\_

Street, Apt. # \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

## 2. Court Date Information

*Information about getting a court date and how to attend is available from the Circuit Clerk. You can find their contact information at [ilcourts.info/clerks](http://ilcourts.info/clerks). If you are e-filing in Cook County, you may get the court date when you e-file.*

### A. You must attend court on:

Month, Day, Year \_\_\_\_\_

at \_\_\_\_\_ Time \_\_\_\_\_

a.m.  p.m. in \_\_\_\_\_ Courtroom Number \_\_\_\_\_



## Notice to Debtor

- IF YOU DO NOT ATTEND THE COURT DATE LISTED ABOVE IN SECTION 2, THE JUDGE MAY ISSUE A RULE TO SHOW CAUSE FOR YOU TO APPEAR IN COURT AND EXPLAIN WHY YOU SHOULD NOT BE HELD IN CONTEMPT.
- ON THAT COURT DATE, YOU WILL HAVE TO EXPLAIN WHY YOU DID NOT ATTEND COURT ON THE CITATION COURT DATE, AND WHY YOU SHOULD NOT BE FOUND IN CONTEMPT OF COURT.
- IF YOU DO NOT ATTEND THE RULE TO SHOW CAUSE COURT DATE, THE JUDGE MAY FIND YOU IN CONTEMPT AND YOU MAY BE ARRESTED AND JAILED.
- YOU MAY HAVE THE RIGHT TO KEEP SOME OF YOUR INCOME AND PROPERTY, BUT YOU MAY LOSE THAT RIGHT IF YOU DO NOT ATTEND THE COURT DATE.
- You are prohibited from transferring, giving away, using, or interfering with any property or money that belongs to you, or that you may receive in the future, unless it is legally exempt from collection. This prohibition remains in effect until the court orders otherwise or the proceeding ends.

Court dates may be scheduled in-person, remotely or a combination of in-person and remotely. Find out how your court date will be scheduled and provide that information here. Add the Clerk's phone number and website.

**B. Attend court any of the ways checked:**

**In person** at: \_\_\_\_\_ Courtroom Address \_\_\_\_\_ Courtroom Number \_\_\_\_\_  
 **Remotely** (video or telephone option)

**By video conference** at: \_\_\_\_\_ Video Conference Website

**Log-in information:** \_\_\_\_\_ Video Conference Log-in Information, Meeting ID, Password, etc.

**By telephone** at: \_\_\_\_\_ Call-in Number for Telephone Remote Appearance

To find out more about remote court options:

Phone: \_\_\_\_\_ or Website: \_\_\_\_\_  
Circuit Clerk's Phone Number \_\_\_\_\_ Website URL \_\_\_\_\_

**3.** At your *Citation* hearing you will be asked about your property and income. You will be sworn to tell the truth.

**4. Information about what you owe:**

**A.** Enter the name of the debtor and the date of the judgment. If the judgment has been renewed ("revived"), enter that date.

A judgment was entered or renewed against \_\_\_\_\_,  
Name

the debtor, on \_\_\_\_\_.  
Date

**B.** The amount of the judgment is \$ \_\_\_\_\_.  
Amount of Judgment

**C.** Enter how much is still owed to you. You are entitled to the judgment amount, court costs (e.g., filing fees, service fees, sheriff's fee, etc.), and post judgment interest of 9% per year. Subtract any payments made by the debtor.

The current balance due, including judgment interest and the creditor's court costs, minus any payments made by the debtor or on behalf of the debtor after the judgment was entered is \$ \_\_\_\_\_.  
Name

Check one of the boxes below depending on the judgment:

- This is a consumer debt judgment with 5% per year post judgment interest.  
 This is not a consumer debt judgment with 9% per year post judgment interest.

**5. You are ordered to make these documents available at the court date:**

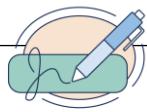
Enter any other document that the debtor should provide showing their income, property, or belongings.

- Federal and state income taxes for the last 2 years;
- Recent pay stubs or proof of income;
- Bank records;
- Title to motor vehicles;
- Deed to any property you own;
- Insurance policies; AND
- Your filled out *Income and Property Statement* form found on page 5.
- Other: \_\_\_\_\_

6. **At the court date, you have the right to claim certain protections (exemptions). If you claim an exemption, the income or property covered by that exemption cannot be taken to pay the judgment.** Here are some exemptions you may be able to claim:
- A. Money or belongings up to \$4,000 ("wildcard" exemption), of which \$1,000 will be automatically applied to your bank, savings bank, or credit union account through the end of the hearing above in Section 2.
  - B. Social Security and Supplemental Security Income (SSI) benefits.
  - C. Public assistance benefits.
  - D. Child support.
  - E. Unemployment compensation benefits.
  - F. Workers' compensation benefits.
  - G. Veterans' benefits.
  - H. Circuit breaker property tax relief benefits.
  - I. Your equity interest, up to \$3,600, in any one motor vehicle.
  - J. Your equity interest, up to \$2,250, in any professional books, or tools of your trade.
  - K. Pension and retirement benefits and refunds.
  - L. Your equity interest in the house you live in, up to \$50,000 for one owner and \$100,000 for two or more individual owners.
- Equity interest is the money you would get if you sold your property and paid off any outstanding loans.*
- M. Personal property including: your and your dependent's food, eating and cooking utensils, bedding, furniture, books, refrigerator, stove, microwave oven, kitchen appliances, necessary provisions, washing machine, clothes dryer, vacuum cleaner, yard equipment, and household equipment and tools.
  - N. Personal possessions including: clothing, pets, personal health aids, medications, computers or similar electronic devices, and telephones.
  - O. One piece of jewelry up to a value of \$5,000.
  - P. Personal bodily injury awards up to \$22,500.
7. There are specific exemptions for wages. Under Illinois law, the amount of wages that may be taken to pay a judgment is limited to the lower of: 1) 15% of your gross wages, or 2) the amount by which your weekly wages, after deductions for taxes and other allowed deductions, is greater than 45 times the minimum wage. Federal law allows the lesser of: 1) 25% of disposable wages; or 2) the amount by which disposable earnings for a week is greater than 30 times the federal minimum wage. See the Exempt Wages Table below to determine what wages are exempt based on the current minimum wage.

**EXEMPT WAGES TABLE**

| <u>Timeframe:</u>                 | <u>If Paid Weekly</u> | <u>If Paid Every 2 Weeks</u> | <u>If Paid Semi-Monthly</u> | <u>If Paid Monthly</u> |
|-----------------------------------|-----------------------|------------------------------|-----------------------------|------------------------|
| <b>As of January 1,</b>           |                       |                              |                             |                        |
| <b>2025</b>                       | <b>\$675</b>          | <b>\$1350</b>                | <b>\$1462.50</b>            | <b>\$2925</b>          |
| <i>(Minimum Wage<br/>\$15/hr)</i> |                       |                              |                             |                        |

**SIGN**

Under [735 ILCS 5/1-109](#), my signature means that:

- 1) Everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and
- 2) I understand that making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ \_\_\_\_\_ Print Name \_\_\_\_\_

**I am completing this form for myself**

Phone Number \_\_\_\_\_ Email (if you have one) \_\_\_\_\_

Address \_\_\_\_\_

Street, Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

**I am a lawyer completing this form on behalf of a client** (Client name): \_\_\_\_\_

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email \_\_\_\_\_

Address \_\_\_\_\_

Street, Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_



The Circuit Clerk will fill in this section.

**To be filled in by the Circuit Clerk:**

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

*Seal of Court*

Clerk of the Court: \_\_\_\_\_



# WHAT'S NEXT

## **NEXT STEP FOR PERSON FILLING OUT THIS FORM:**

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. After the Circuit Clerk's office has stamped the court's seal to this form, then send your forms to the other people in the case. Find your Circuit Clerk: [ilcourts.info/clerks](http://ilcourts.info/clerks).



Learn more about each step in the process and how to file in our Instructions:

[ilcourts.info/how-to-debtor-citation](http://ilcourts.info/how-to-debtor-citation)

**THE NEXT FORM IS FOR THE DEBTOR TO FILL OUT AND BRING TO COURT.**



**4. OTHER TYPES OF MONEY I HAVE RECEIVED**

Check the box for each type of money you have received in the past month. The creditor may not use court proceedings to take any money you get from these sources.

**No, I do not receive any of the types of money listed below.**

**- OR -**

**Yes, I receive 1 or more of the following: (check all that apply)**

- General Assistance (GA)
- Social Security
- Supplemental Security Income (SSI)
- Food Stamps (SNAP)
- State Children & Family Assistance
- Temporary Assistance to Needy Families (TANF)
- Aid to the Aged, Blind and Disabled (AABD)
- Unemployment
- Pension
- Other: \_\_\_\_\_

**5. REAL ESTATE OWNERSHIP**

I own real estate:  Yes  No

In A, list the address of the property you own and check the box if there is a mortgage on the property.

In B, list the address of any additional property you own and check the box if there is a mortgage on the property.

A. I own property at: \_\_\_\_\_

Street, Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

There is a mortgage on my property.

B. I own property at: \_\_\_\_\_

Street, Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

There is a mortgage on my property.

**6. ACCOUNT INFORMATION**

Check if you have any of the listed accounts and provide the information about each account, but do not list account numbers.

I have checking, savings, money market, certificates of deposit, safety deposit boxes, or other bank or credit union accounts:  Yes  No

|    | <u>Name of Bank or Institution</u> | <u>Names on Accounts</u> | <u>Account Type</u> | <u>Balance</u> |
|----|------------------------------------|--------------------------|---------------------|----------------|
| A. | _____                              | _____                    | _____               | \$ _____       |
| B. | _____                              | _____                    | _____               | \$ _____       |
| C. | _____                              | _____                    | _____               | \$ _____       |
| D. | _____                              | _____                    | _____               | \$ _____       |

**7. MOTOR VEHICLES**

Check if you have any motor vehicles and provide the information about each vehicle. For "Balance Due," fill in the amount remaining on your loan.

I have motor vehicles (Cars, boats, trailers, motorcycles etc.):  Yes  No

|    | <u>Year, Make, and Model</u> | <u>Title In Name Of</u> | <u>Monthly Payment</u> | <u>Balance Due</u> |
|----|------------------------------|-------------------------|------------------------|--------------------|
| A. | _____                        | _____                   | \$_____                | \$_____            |
| B. | _____                        | _____                   | \$_____                | \$_____            |
| C. | _____                        | _____                   | \$_____                | \$_____            |
| D. | _____                        | _____                   | \$_____                | \$_____            |

**8. OTHER PROPERTY**

Check yes if you own other property such as jewelry, electronics, tools, firearms, etc.

I own other property:  Yes  No

The property is (describe and include its total value ): \$ \_\_\_\_\_

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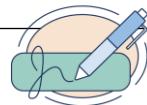
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I am a lawyer completing this form on behalf of a client (Client name): \_\_\_\_\_

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email \_\_\_\_\_

Address \_\_\_\_\_

Street, Apt. #

City

State

Zip Code