This form is approved by the Illinois Supreme Court and must be accepted in all Illinois Courts. Forms are free at ilcourts.info/forms.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	ADDITIONAL DEFENDANT/RESPONDENT ADDRESS AND SERVICE INFORMATION FOR SUMMONS	*For Court Use Only*

Instructions		
Enter above the county name where the case was filed.	**Plaintiff / Petitioner** *(First, middle, last name)* _____	
Enter your name as Plaintiff/Petitioner.		
Below "Defendants/ Respondents," enter the names of all people you are suing.	v. **Defendants / Respondents** *(First, middle, last name)* _____	
Enter the Case Number given by the Circuit Clerk.	_____ ☐ **Alias Summons** *(Check this box if this is not the 1st Summons issued for this Defendant.)*	_____ **Case Number**

In **1a**, enter the name and address of the next Defendant/ Respondent you are serving. If you are serving a Registered Agent, include the Registered Agent's name and address here.	**1. Next Defendant/Respondent's address and service information:**
In **1b**, enter a second address for this Defendant/ Respondent if you have one.	
In **1c**, check how you are sending your documents to this Defendant/ Respondent.	

1. Next Defendant/Respondent's address and service information:

a. Defendant/Respondent's primary address/information for service:

Name *(First, Middle, Last)*: _____

Registered Agent's name, if any: _____

Street Address, Unit #: _____

City, State, ZIP: _____

Telephone: _____ Email: _____

b. If you have more than one address where Defendant/Respondent might be found, list that here:

Name *(First, Middle, Last)*: _____

Street Address, Unit #: _____

City, State, ZIP: _____

Telephone: _____ Email: _____

c. Method of service on Defendant/Respondent:

☐ Sheriff ☐ Sheriff outside Illinois: _____ *County & State*

☐ Special process server ☐ Licensed private detective

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