

This form is approved by the Illinois Supreme Court.  
**LETTER TO THE SPECIAL PROCESS SERVER  
(SERVING A SUMMONS AND FORMS)**

**Instructions**

1. Complete this letter. If you are using more than 1 special process server, complete this letter for **each one**.
2. If you are suing more than 1 Defendant/Respondent, include a separate *Summons* form for each Defendant.
3. With this letter, include:
  - The original and 1 copy of the *Summons* for **each** Defendant/Respondent to be served;
  - 1 copy of your Complaint/Petition for **each** Defendant/Respondent to be served;
  - Self-addressed and stamped envelope.The special process server will mail you back the *Proof of Service* that they served the *Summons* and Complaint/Petition on the Defendants/Respondents.
4. Send your letter and the documents listed above to the special process servers you are using.

Date: \_\_\_\_\_

Name of Special Process Server: \_\_\_\_\_

License Number: \_\_\_\_\_  
*(Applicable if Summons is served by licensed private detective or private detective agency.)*

Address of Special Process Server: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff/Petitioner Defendant/Respondent*

Dear Special Process Server:

I am enclosing a *Summons* and the Complaint/Petition to be served on each Defendant/Respondent. Name of each Defendant/Respondent to be served: \_\_\_\_\_

Check the box that applies:

I have enclosed the cost of service \$ \_\_\_\_\_ .  
*(To determine how much to send, contact the special process server and ask how much is charged for service.)*

Once you have served the enclosed documents, please complete the *Proof of Service* and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*/s/*  
*Signature (If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name).*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Unit #*

\_\_\_\_\_  
*City State ZIP*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Email*