

# Letter to the Sheriff

(SERVING A CITATION TO DISCOVER ASSETS TO DEBTOR'S EMPLOYER)

## Instructions to User

1. Complete this letter and give it to the sheriff. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
  - Copies of the *Citation to Discover Assets to Debtor's Employer* for the employer in your case that is located in that county;
  - Payment for the sheriff's fee for services. If you have an *Order for Waiver of Court Fees*, which waives or partially waives your fees, include the order and any payment due. Contact the sheriff's office for information on the cost and how to pay; and
  - A self-addressed and stamped envelope for the sheriff to mail the return of service to you.
3. Send everything to the sheriff's office in the county where the employer is located.

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

Sheriff of \_\_\_\_\_ County State of \_\_\_\_\_

Address of Sheriff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:

Re: \_\_\_\_\_ v. \_\_\_\_\_  
Plaintiff Defendant

Case Number: \_\_\_\_\_

I am enclosing the *Citation to Discover Assets to a Debtor's Employer* to be served on:

\_\_\_\_\_  
Name of the Employer

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

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

Check all that apply

- ☐ I have been granted a full fee waiver and have enclosed an *Order for Waiver of Court Fees* entered by the Court in \_\_\_\_\_ County, Illinois;
- ☐ I have been partial fee waiver and have enclosed an *Order for Waiver of Court Fees* entered by the Court in \_\_\_\_\_ County, Illinois;
- ☐ I do not have a fee waiver.
- ☐ I have enclosed a payment of \$\_\_\_\_\_.

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

Thank you for your attention to this matter.

Sincerely,

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

Your Address \_\_\_\_\_  
Street Address City State Zip Code

Your Phone Number \_\_\_\_\_ Your Email \_\_\_\_\_