

Give this letter to the Sheriff. Do not file it.

Letter to the Sheriff

(SERVING A NOTICE TO PRESUMED PARENT)

Instructions to User

1. Complete this letter. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
 - The *Notice to Presumed Parent* and the *Proof of Service of Notice to Presumed Parent, and Child Support* (contact the Sheriff for the number of copies needed);
 - Payment for the Sheriff's fee. 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 *Proof of Service of Notice to Presumed Parent* to you.
3. Send this letter, the documents and payment, if any, to the Sheriff's office in the county where the other parent lives.

Date: _____

Sheriff of _____ County

Address of Sheriff: _____

Dear Sheriff:

Re: _____ v. _____
Petitioner *Respondent*

Case Number: _____

I am enclosing a *Notice to Presumed Parent* to be served on:

Name of person to be served: _____
First, Middle, Last Name

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 *Notice to Presumed Parent*, please complete the *Proof of Service of Notice to Presumed Parent* 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 _____