This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit courts.

<table>
<tr><td>STATE OF ILLINOIS,
CIRCUIT COURT

_____ COUNTY</td><td>NOTICE OF MOTION TO APPOINT
SPECIAL PROCESS SERVER</td><td><i>For Court Use Only</i></td></tr>
</table>

Plaintiff/Petitioner *(First, middle, last name)*

_____

v.

Defendants/Respondents *(First, middle, last name)*:

_____

_____

_____

Case Number

_____

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1. Hearing Information

The reasons for this hearing are listed in the attached *Motion to Appoint Special Process Server*. The hearing for the *Motion* is scheduled for:

a. Date: _____ Time: _____ ☐ a.m. ☐ p.m.

b. **In-person at** _____
    Street Address   *City*   *State*   *ZIP*

    Courtroom: _____
    OR

c. **Remotely** (You may be able to attend this court day by phone or video conference. This is called a "Remote Appearance.")

    By telephone: _____
                        Call-in number for telephone remote appearance

    By video conference: _____
                              Video conference website

    _____
    Video conference log-in information (meeting ID, password, etc.)

    Call the Circuit Clerk at: _____ or visit their website
                                Circuit Clerk's phone number

    at: _____ to find out more about how to do this.
        Website

I certify that everything in the *Notice of or Motion to Appoint Special Process Server* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

/s/ _____   _____
Your Signature   *Street Address, Unit #*

_____   _____
Print Your Name   *City, State, ZIP*

_____   _____
Email   *Telephone*   *Atty # (if any)*

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

PROOF OF DELIVERY

1. I am sending *Notice* and *Motion to Appoint Special Process Server*

    a.   To:

        Name: _____
               First   *Middle*   *Last*

        Address: _____
              Street, Apt #   *City*   *State*   *ZIP*

        Email address: _____

    b.   By:

        ☐ An approved electronic filing service provider (EFSP)

        ☐ Email *(not through an EFSP)*

        Only use one of the methods below if you do not have an email address, or the person you are sending the documents to does not have an email address.

        ☐ Personal hand delivery to:

           ☐ The party

           ☐ The party's family member who is 13 or older, at the party's residence

           ☐ The party's lawyer

           ☐ The party's lawyer's office

        ☐ Mail or third-party carrier

    c.   On: _____ at: _____ ☐ a.m. ☐ p.m.
             Date   *Time*

2. I am sending this document(s):

    a.   To:

        Name: _____
               First   *Middle*   *Last*

        Address: _____
               Street, Apt #   *City*   *State*   *ZIP*

        Email address: _____

    b.   By:

        ☐ An approved electronic filing service provider (EFSP)

        ☐ Email *(not through an EFSP)*

         Only use one of the methods below if you do not have an email address, or the person you are sending the documents to does not have an email address.

        ☐ Personal hand delivery to:

           ☐ The party

           ☐ The party's family member who is 13 or older, at the party's residence

           ☐ The party's lawyer

           ☐ The party's lawyer's office

        ☐ Mail or third-party carrier

    c.   On: _____ at: _____ ☐ a.m. ☐ p.m.
             Date   *Time*

Sidebar notes:

In **1a**, enter the name, mailing address, and email address of the party you are sending the documents to. If they have a lawyer, you **must** enter the lawyer's information.

In **1b**, check the box to show how you are sending the documents.

CAUTION: If you and the person you are sending the documents to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the documents.

In **2**, if you are sending the document(s) to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

In **2a**, enter the name, mailing address, and email address of the party you are sending the document(s) to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the documents.

CAUTION: If you and the person you are sending the documents to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the documents.

If you are sending your documents to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

☐ I have completed an *Additional Proof of Delivery* form.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

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.

/s/
_____
Your Signature

_____
Street Address

_____
Print Your Name

_____
City, State, ZIP

Enter your complete address, telephone number, and email address, if you have one.

_____
Email

_____
Telephone

_____
Attorney # (if any)

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.