



SUMMONS

(PETITION FOR PARENTAGE/ALLOCATION OF PARENTAL RESPONSIBILITIES/CHILD SUPPORT)
IN THE STATE OF ILLINOIS, CIRCUIT COURT

Alias Summons

Check if this is not the 1st Summons issued for this person

COUNTY: _____
County Where You Are Filing the Case

PETITIONER: _____
Who is starting the case. First, Middle, Last Name

RESPONDENT: _____
Who the case is filed against. First, Middle, Last Name

Case Number
(Clerk fills in)

You have been sued. Read everything attached to this Summons.
To participate in the case, you must follow the instructions listed below. Also see page 4 for next steps.
If you do not, the court may decide the case without hearing from you and you could lose the case. Appearance and Answer or Response forms can be found at: ilcourts.info/forms.

1. INSTRUCTIONS FOR PERSON RECEIVING THIS SUMMONS:

a. 30-DAY SUMMONS



To participate in this case, you must **file** your *Appearance* and *Answer or Response* forms with the court within 30 days after you are served with this *Summons* (not counting the day of service) by e-filing or at:

Court Address: _____
Courthouse Street Address

- or -

b. DATE CERTAIN SUMMONS

Your court date is listed below. Information about how to attend is available from the Circuit Clerk. You can find their contact information at ilcourts.info/clerks.

To respond to this *Summons*, you must **attend court** on:

_____ at _____ a.m. p.m. in _____
Month, Day, Year Time Courtroom Number

- c. If you do not appear as instructed in this summons, you may be required to support the child named in this petition until the child is at least 18 years old, including potential pregnancy and delivery costs.
- d. You may be able to attend court by phone or video conference. This is called a "Remote Appearance."

To find out more about remote court options:

Phone: _____ or Website: _____
Circuit Clerk's Phone Number Website URL

2. INFORMATION ABOUT THE PERSON TO BE SERVED

a. **Primary address/information** for service:

Name: _____
First, Middle, Last Name

Street Address: _____
Street, Apt #

City, State, ZIP: _____
City, State, Zip Code

Telephone: _____ Email: _____

b. **Second address** for this person:

- I do **not** know another address where this person might be found.
- I know another address where this person might be found. It is:

Street Address: _____
Street, Apt #

City, State, ZIP: _____
City, State, Zip Code

Telephone: _____ Email: _____

c. Who will serve your documents on this person?

- Sheriff in Illinois Special process server Licensed private detective
- Sheriff outside Illinois: _____
County & State

YOUR INFORMATION:



Name: _____
First, Middle, Last Name

Street Address: _____
Street, Apt #

City, State, ZIP: _____
City, State, Zip Code

Telephone: _____ Email: _____

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.



The Circuit Clerk and officer or process server will fill in this section.

To be filled in by the Circuit Clerk:

Witness this Date: _____

Clerk of the Court: _____

Seal of Court

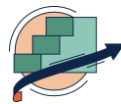
To be filled in by an officer or process server:

Date of Service: _____

Fill in the date above and give this copy of the Summons to the person served.

Note to officer or process server:

- If **A** is checked, this is a 30-day *Summons* and must be served within 30 days of the witness date.
- If **B** is checked, this is a date certain *Summons* and must be served at least 21 days before the court date.
- Fill in the date above and give this copy of the *Summons* to the person served.
- You must also complete the attached *Proof of Service* form and file it with the court or return it to the Petitioner.



WHAT'S NEXT

NEXT STEPS FOR PERSON FILLING OUT THIS FORM:

- Have the Circuit Clerk where this case is filed sign and date this form. For more information on where to file, go to ilcourts.info/clerks.
- Arrange to notify the other party that you have filed for Parentage/Allocation Of Parental Responsibilities/Child Support. Information on how to do that can be found at ilcourts.info/how-to-parentage.
- Confirm that the other party has been served with the forms.



Learn more about each step in the process and how to file in the instructions: ilcourts.info/how-to-summons.



NEXT STEPS FOR PERSON RECEIVING THIS SUMMONS:

You have been sued:

- Read everything attached to this *Summons*.
- All forms referred to in this *Summons* can be found at ilcourts.info/forms. Other forms may be available from your local Circuit Court Clerk's office or website.
- You may be charged filing fees, but if you cannot pay them, you can file an *Application for Waiver of Court Fees (Civil)*.
- The court may allow you to attend courts date in this case remotely by video or phone. Contact the Circuit Court Clerk's office or visit the Court's website to find out whether this is possible and, if so, how to do this.

If Section 1 on page 1 of this *Summons* is checked 30-day summons:

- You **must** file an *Appearance* and an *Answer or Response* with the court within 30 days of the date you were served with this *Summons*.
- If you do not file an *Appearance* and *Answer or Response* on time, the judge may decide the case without hearing from you. This is called "default." As a result, you could lose the case.
- *Appearance* and *Answer or Response* forms can be found at ilcourts.info/forms.
- After you fill out the necessary forms, you need to electronically file (e-file) them with the court. To e-file, you must create an account with an e-filing service provider. For more information, go to ilcourts.info/efiling. If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You should be notified of any future court dates.

If Section 1 on page 1 of this *Summons* is checked Date Certain Summons:

- You **may** file an *Appearance* and an *Answer or Response* before the court date.
- *Appearance* and *Answer or Response* forms can be found at ilcourts.info/forms.
- After you fill out the necessary forms, you need to electronically file (e-file) them with the court. To e-file, you must create an account with an e-filing service provider. For more information, go to ilcourts.info/efiling. If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- If you do not file these forms before the court date, at the court date the judge will probably give you a deadline for filing them.

- If you do not appear for your court date, the judge may decide the case without hearing from you. This is called “default.” As a result, you could lose the case.

Need Help? ¿Necesita ayuda?

- Call or text Illinois Court Help at 833-411-1121 or go to ilcourthelp.gov for information about going to court, including how to fill out and file forms.
- Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite ilcourthelp.gov para obtener información sobre los casos de la corte y cómo completar y presentar formularios.
- You can also get free legal information and legal referrals at illinoislegalaid.org.
- If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at ilao.info/glossary. You may also find more information, resources, and the location of your local legal self-help.

Do not file at court. Draft.



PROOF OF SERVICE OF SUMMONS

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_____ **Case Number**



Do not complete the rest of the form. **The sheriff or special process server will fill in the form.**
Give them one copy of this blank Proof of Service form for each Respondent who will be served.

My name is _____ and I state: _____
Officer/Process Server First, Middle, Last Name

SERVICE INFORMATION

Person served: _____
First, Middle, Last Name

I was not able to serve the *Summons and Petition for Parentage* on the person named above.
- or -

I served the *Summons and Petition for Parentage* on the person named above as follows:

Personally:

Male Female Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ a.m. p.m.

Address, Unit#: _____

City, State, ZIP: _____

On **someone else at the person's home** who is at least 13 years old and is a family member or lives there:

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

Male Female Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ a.m. p.m.

Address, Unit#: _____

City, State, ZIP: _____

and by sending a copy to the person to be served in a postage-paid, sealed envelope to the above address on this date: _____.

SERVICE ATTEMPTS

I made the following attempts to serve the *Summons* and *Petition for Parentage*:

First Attempt: On this date: _____ at this time: _____ a.m. p.m.

Address, Unit#: _____

City, State, ZIP: _____

Other information about service attempt:

Second Attempt: On this date: _____ at this time: _____ a.m. p.m.

Address, Unit#: _____

City, State, ZIP: _____

Other information about service attempt:

Third Attempt: On this date: _____ at this time: _____ a.m. p.m.

Address, Unit#: _____

City, State, ZIP: _____

Other information about service attempt:



SIGN

I certify under [735 ILCS 5/1-109](#) that:

- 1) everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and
- 2) I understand that making a false statement on this form is perjury and has penalties provided by law.

Your Signature /s/ _____ Print Your Name _____

You are: Sheriff in Illinois Special process server

Sheriff outside Illinois: _____ Licensed private detective, license number: _____

County and State *License number*

FEES:

Service and Return: \$ _____ Miles: \$ _____ Total: \$ _____