



AFFIDAVIT OF SERVICE OF A DEMAND OR NOTICE

The person who served the *Demand* or *Notice* should complete this *Affidavit*. Attach the completed *Affidavit* to the *Eviction Complaint* and bring a copy to court on the first court date.

1. I, _____, served the attached *Demand* or *Notice* on _____.
Name of Person who Served the Demand or Notice Date (Month, Day, Year)

2. I served the *Demand* or *Notice* by:

A. ☐ Delivering a copy to a tenant or occupant named on the *Demand* or *Notice*.

This person's name is _____.
First, Middle, Last Name

B. ☐ Leaving a copy with a person who is at least 13 years old and is an occupant who is not named in the *Demand* or *Notice*. This person's name is _____.
First, Middle, Last Name

C. ☐ Sending a copy by certified or registered mail, with return receipt requested. (If I have a USPS green card, I will file a copy of it with the *Eviction Complaint*.)

D. ☐ Posting a copy on the property because no one is living there. (**Do not use this method unless the property is vacant.**)



SIGN

Under [735 ILCS 5/1-109](#), my signature certifies and means that:

1) The statements in this document are true and correct, or if any are based on information and belief, I believe they are true, and 2) I understand that knowingly making a false statement on this form is perjury and has penalties provided by law.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ _____ Print Name _____

☐ I am completing this form for myself

Phone Number _____ Email (if you have one) _____

Address _____
Street, Apt. #, City, State, Zip Code

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

☐ I am a lawyer completing this form on behalf of a client (Client name): _____

Lawyer Name _____ Attorney Number _____

Lawyer Phone Number _____ Law Firm _____

Lawyer Email _____

Address _____
Street, Apt. #, City, State, Zip Code