

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

Letter to the Sheriff

(SERVING A SUMMONS AND PARENTAGE, ALLOCATION OF PARENTAL RESPONSIBILITIES, AND CHILD SUPPORT)

Instructions to User

1. Complete this letter. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
 - The *Summons* and the *Petition for Parentage, Allocation of Parental Responsibilities, 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 Summons* and the *Petition* 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 the *Summons* and *Petition for Parentage, Allocation of Parental Responsibilities, and Child Support* 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 enclosed documents, please complete the *Proof of Service of Summons* 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 _____