

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>ORDER APPOINTING SPECIAL PROCESS SERVER</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Directly above, enter the name of the county where you are filing the case. Enter your name as Plaintiff/Petitioner. Enter the names of all people you are suing as Defendants/Respondents Enter the case number the Circuit Clerk has given you.	_____ <b>Plaintiff/Petitioner</b> ( <i>First, middle, last name</i> )  v. <b>Defendants/Respondents</b> ( <i>First, middle, last name</i> ): _____ _____ _____	_____ <b>Case Number</b>

In 1, enter the date the *Motion* was filed.

In 2, enter the name and address of the person or company who will serve the Complaint/Petition.

1. Plaintiff/Petitioner's *Motion to Appoint Special Process Server* was filed on: \_\_\_\_\_ .  
*Date*

2. Plaintiff/Petitioner asks the court to appoint the following person or company to serve the *Summons* and Complaint/Petition:

\_\_\_\_\_

*Name of Person or Company*

\_\_\_\_\_

*Street Address, Unit #*

\_\_\_\_\_

*City*

\_\_\_\_\_

*State*

\_\_\_\_\_

*ZIP*

In 3, check only one box. If you check 3a, enter the license number.

3. The above-named special process server:  
 (*Check only one box*)

a. is a licensed private detective or private detective agency, license \_\_\_\_\_ .  
*Number*

**OR**

b. is over age 18 and is neither a party to this case nor a licensed private detective private detective agency.

In 4, enter the names of the Defendants/ Respondents to be served.

4.  The *Motion* is granted. The above-named special process server is appointed to serve these Defendants/Respondents: \_\_\_\_\_  
 \_\_\_\_\_

The *Motion* is denied. It is denied because (*state specific reason*): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DO NOT** complete this section. The judge will sign and date here.

**ENTERED:**

\_\_\_\_\_

*Judge*

\_\_\_\_\_

*Date*