

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

Letter to the Sheriff

(SERVING A *SUMMONS* AND FORMS)

Instructions to User:

1. Complete this letter.
2. With this letter, include the *Summons* and a copy of the *Petition for Divorce*, payment or *Order for Waiver of Court Fees*, and a self-addressed envelope with a stamp. The Sheriff will mail you the *Proof of Service* in the envelope you provide.
3. If you only received a partial fee waiver, include your portion of the cost of service.
4. Send your letter and the forms listed above to the Sheriff 's office in the county and state where your spouse lives.

Date: _____

Sheriff of _____ County

Address of Sheriff _____

Dear Sheriff:

Re: _____ v. _____ Case Number: _____
Petitioner *Respondent*

I am enclosing the *Summons* and *Petition for Divorce*.

To be served on: _____
Name of Spouse

Street, Apt # *City* *State* *Zip*

Check all that apply:

- I am enclosing an *Order for Waiver of Court Fees* entered by the Court in _____ County, Illinois, which waives all or part the cost of service.
- I am enclosing the cost of service \$ _____.

After you have served the enclosed documents, please complete the *Proof of Service* and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Signature

Printed Name

Street Address, Apt #

City *State* *Zip*

Phone

Email