

**LETTER TO THE SHERIFF  
(SERVING A SUMMONS AND COMPLAINT/PETITION)**

**Instructions to User**

1. Complete this letter for **each** Defendant/Respondent the sheriff will deliver (serve) the *Summons* and *Complaint/Petition* to.
2. With each letter, attach:
  - Copies of the *Summons* and *Complaint/Petition*,
  - Payment or *Order for Waiver of Court Fees*, and
  - A self-addressed and stamped envelope for the sheriff to mail the *Proof of Service of Summons and Complaint/Petition* to you.

If the Defendant/Respondent who will be served is listed on an *Additional Defendant/Respondent Address and Service Information* form, attach that form too.
3. Send this letter and the documents listed above to the sheriff 's office in the county where the Defendant/Respondent lives.

Date: \_\_\_\_\_  
Sheriff of \_\_\_\_\_ County State of \_\_\_\_\_  
Address of Sheriff \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:  
Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff/Petitioner* *Defendant/Respondent*

**I am enclosing the *Summons* and *Complaint/Petition* to be served on:**

Name of Defendant/Respondent (*First, Middle, Last*): \_\_\_\_\_  
Registered Agent's name, if any: \_\_\_\_\_

*Check the box that applies:*

I have enclosed an *Order for Waiver of Court Fees* entered by the Court in \_\_\_\_\_ County, Illinois, which waives the cost of service;

**OR**

I have enclosed the cost of service \$ \_\_\_\_\_.

Once you have served the enclosed documents, please complete the *Proof of Service of Summons and Complaint/Petition* 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*