



EVICTIION SUMMONS

IN THE STATE OF ILLINOIS, CIRCUIT COURT

☐ **Alias Summons**

Check if this is not the 1st Summons issued for this Defendant.

COUNTY: _____

County Where You Are Filing the Case

Enter the case information as it appears on your other court documents.

PLAINTIFF: _____

For example, the landlord or owner. First, Middle, Last Name, or Business Name

DEFENDANT: _____

The people you are trying to evict.

First, Middle, Last Name

Case Number

☐ **Unknown Occupants**

Unknown Occupants are people living in the property whose names you do not know.

The sheriff will only evict unknown occupants if the "Unknown Occupants" box is checked.

The Defendant named above has been sued. Read this form for information about how to respond to this lawsuit. Also see page 4 for next steps.



DEFENDANT: The person getting this form. Read all instructions in this box.

The Plaintiff has filed a case in court to have you evicted. The Plaintiff's *Eviction Complaint* is attached.

- Read all documents attached to this *Eviction Summons*.
- You **must** attend court on the date on page **2** in this *Eviction Summons*. If you do not go to court, the judge may decide the case without hearing from you. This is called a "default." As a result, **you could lose the case**.
- The judge could order you to move and pay the Plaintiff money.
- Your county may have legal help and mediation services for defendants in eviction cases. Contact your Circuit Clerk to find out if your county has a program at ilcourts.info/clerks.
- Before you go to court, read **What's Next** on page **4**.
- If you are not ready for trial on your court date, you may ask the judge for more time. It is the judge's decision whether or not to give you more time.



COOK COUNTY ONLY: Most eviction cases in Cook County begin with the **Early Resolution Program (ERP)**, a free legal aid program. You can call **855-956-5763** to contact ERP at any time before your first court date, or you will be referred to ERP at your first court date.



PLAINTIFF: The person filling out this form. Read all instructions in this box.

- Complete the rest of the form with the Defendant's name and address and court date information. For instructions about how to serve this *Summons*, see *How to Serve a Summons* at ilcourts.info/forms.
- **If you are suing more than 1 Defendant**, fill out an *Eviction Summons* form for **each** defendant, including 1 *Eviction Summons* for Unknown Occupants, if checked.
- If you need more information, see *How to File and Present an Eviction Case* at ilcourts.info/how-to-evict.

1. EVICTION SUMMONS

The court date is below. Information about getting a court date and how to attend is available from the Circuit Clerk. You can find their contact information at ilcourts.info/clerks.

To respond to this *Eviction Summons*, you must **attend court** in one of the ways checked below on:

_____ at _____ ☐ a.m. ☐ p.m. in _____.
Date (Month, Day, Year) Time Courtroom Number

Court dates may be in-person, remote, or a combination of in-person and remote.

☐ **In person at:** _____
Courtroom Address, Courtroom Number

☐ **Remotely** (video or telephone)

By video conference at: _____
Video Conference Website

Log-in information: _____
Video Conference Log-in Information, Meeting ID, Password

By telephone at: _____
Call-in Number for Telephone Remote Appearance

To find out more about remote court options:

Phone: _____ or Website: _____
Circuit Clerk's Phone Number Website URL

2. DEFENDANT'S INFORMATION

Enter the information of the person you are filing this eviction case against.

If you included **Unknown Occupants** as a defendant, you must fill out one *Summons just for Unknown Occupants*. *Unknown Occupants* will then be included in the case as a defendant.

A. Number of defendants being served:

☐ I am having 1 defendant served and their information is below.

☐ I am having more than 1 defendant served. The first defendant is below. I have attached another *Eviction Summons* form for the following number of additional defendants: _____.
Number

B. First Defendant's name and primary address for service:

Name: _____
First, Middle, Last Name

Street Address _____
Street, Unit #

City, State, ZIP: _____
City, State, Zip

Telephone: _____ Email: _____

C. Second address for this Defendant:

☐ I do not have another address where the Defendant might be found.

☐ I have another address where this Defendant might be found. It is:

Street Address _____
Street, Apt #

City, State, ZIP: _____
City, State, Zip

Telephone: _____ Email: _____

D. Person who will serve your documents on this Defendant:☐ Sheriff in Illinois☐ Private process server☐ Licensed private detective☐ Sheriff outside Illinois: _____

County & State

3. REQUIRED NOTICE OF AVAILABLE ASSISTANCE**A. All *Eviction Summons* must include the Illinois Court-Based Rental Assistance Program flyer.**☐ I have attached the [Illinois Court-Based Rental Assistance Program](#) flyer, as required under Illinois Supreme Court Order [M.R. 32420](#).**B. Some counties also require Plaintiffs to give a notice of local legal resources for defendants in eviction cases along with this *Eviction Summons*. The Circuit Clerk in the county where this case is filed can provide this information.**☐ I have checked with the local Circuit Clerk in my county for any required notice about available assistance before filing this *Eviction Summons*. To find the phone number for your Circuit Clerk, visit ilcourts.info/clerks.☐ A local notice of available assistance is required in the county this case is filed in. I have included the required local notice of available assistance.**CONTACT INFORMATION FOR PLAINTIFF:**☐ I am completing this form for myselfName _____
First, Middle, Last Name

Phone Number _____ Email (if you have one) _____

Address _____
Street, Apt. #, City, State, Zip Code☐ I am a lawyer completing this form on behalf of a clientClient Name _____
First, Middle, Last Name, or Business Name

Lawyer Name _____ Attorney Number _____

Lawyer Phone Number _____ Law Firm _____

Lawyer Email _____

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

The Circuit Clerk and officer or private process server will fill in this section.

To be filled in by the Circuit Clerk:

Witness this Date: _____

Seal of Court

Clerk of the Court: _____

To the Sheriff or private process server: Serve this *Eviction Summons* and *Eviction Complaint* on the Defendant named above. This summons must be served at least 3 days before the court date (7 days in Cook County). Check with the Circuit Clerk.**Date of Service:** _____*Date to be entered by an officer or process server on the copy of this Summons left with the Defendant or other person.*



WHAT'S NEXT

NEXT STEPS FOR PERSON FILLING OUT THIS FORM:

- When you file an eviction case against someone, you must notify them of the eviction case by delivering an *Eviction Summons* and a copy of your forms to the other person. This is called “serving” the other person. A *Summons* is a court form that tells a person they are being sued.
- File your *Eviction Summons* and *Eviction Complaint* with the Circuit Clerk in the county where your court case should be filed. The Circuit Clerk will “issue” the *Eviction Summons* by putting a court seal on the form.
- Have the sheriff or a private process server serve the *Eviction Summons* and a copy of the *Eviction Complaint* on the Defendant. You **cannot** serve the *Eviction Summons* yourself.



Learn more about each step in the process and how to file in the instructions:

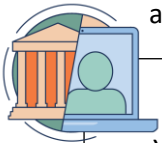
ilcourts.info/how-to-evict

NEXT STEPS FOR PERSON RECEIVING THIS FORM:



An Eviction Case Has Been Filed:

- The Plaintiff is trying to evict you. If you lose this case, you will have to move and possibly pay the Plaintiff money.
- You **must** attend court on the date listed on page 2 of this *Eviction Summons*.
- Only you or a lawyer can appear in court on your behalf.
 - You may not send a friend or relative in your place.
 - This applies even if you have appointed another person as a power of attorney.
- If you do not attend that court date, the judge may decide the case without hearing from you. This is called a “default.” As a result, you could lose the case.



Make sure you know how to attend your court date.

Your court date could be in person, by phone, or by video. If it is by phone or video, it is called a “Remote Appearance.” If your court date is in person, each courthouse has different security procedures and may restrict the types of items you can bring in. Call the Circuit Clerk or visit their website for more information.

To find the phone number for your Circuit Clerk, visit ilcourts.info/clerks.

- **If your court date is in person:**
 - Get to the courthouse at least 30 minutes early so you have enough time to go through security.
 - Go to the courtroom number listed on your court form.
 - If your forms do not have a courtroom number, look for a list of cases at the courthouse or ask someone at the Circuit Clerk’s office.
 - Check in with the courtroom staff and wait for your name and case number to be called.
- **If your court date is by phone or video:**
 - Make sure to have the call-in or login information for your court date and make sure your technology is working.
 - Follow the instructions on the court notice you received. Call the Circuit Clerk or Circuit Court or visit their websites for specific technology instructions.
 - Start trying to join your remote court hearing at least 15 minutes before the start time in case you have any problems with technology.
 - For resources on how to attend court by phone or video, go to ilcourts.info/remote-resources.
 - For information on your local court’s remote proceedings, go to ilcourts.info/remote-hearings.

Preparing for court:

- You do not have to file a court form called an *Answer* in an eviction case unless ordered to by the judge. You may have to file a court form called an *Appearance*.
 - The *Eviction Answer, Defenses and Counterclaims* and *Appearance* forms are found at ilcourts.info/eviction-forms.
- You may be charged court appearance fees or filing fees, but if you cannot pay them, you can file an *Application for Waiver of Court Fees (Civil)*.
 - The *Application for Waiver of Court Fees (Civil)* can be found at ilcourts.info/fee-waiver-forms.
- If you need to file court forms, you need to file them with the Circuit Clerk. This is done by electronic filing, called “e-filing.”
 - Most people e-file their forms using Odyssey eFileIL at ilcourts.info/efile.
 - Follow step-by-step instructions and watch videos that walk you through the steps for e-filing at ilcourts.info/efile-info.
- You may qualify for an exemption from e-filing if you:
 - Have a disability that prevents you from e-filing.
 - Do not have internet or computer access in your home or can’t meaningfully use it.
 - Do not have an email account.
 - Do not have a credit card, debit card, or bank account.
 - Have trouble reading, writing, or speaking English.
 - Tried to e-file your forms, but you were not able to because the equipment or help you needed was not available.
- To ask for an exemption from e-filing, use the form at ilcourts.info/exempt. If you cannot print this form, then ask for it at your local courthouse.
 - File your *Certification for Exemption from E-Filing* form along with your other court forms at the Circuit Clerk’s office or by mail.
 - Bring or send your signed court forms and at least two copies of your forms to the Circuit Clerk’s office. Ask them to stamp your copies and return them to you.
 - If you need to make copies of your forms, you can do that at the Circuit Clerk’s office. They may charge you a fee to make copies.
- If you do not file required court forms on time, the judge may decide the case without hearing from you. This is called a “default.” As a result, you could lose the case.

If you do not go to court:

- The case will go ahead whether or not you go to court.
- If you are not in court, the judge will only hear the Plaintiff’s side of the story and may order you to move within a very short period of time.
- If you miss your court date and the judge orders you to move, you can file a motion as soon as possible explaining why you missed court and asking the judge for another chance to explain why you should not be evicted.
- If you do not move before the sheriff comes to evict you, the sheriff can remove you and all other occupants from the property and you may lose your belongings.

You have rights.

- You may go to court and tell your side of the story. If you have any receipts, photographs, or other documents that support your side of the story, there are steps you can take to share this information. You can ask the judge for an opportunity to file or present these documents.
- You have a right to demand a trial by jury. A jury request should be filed on or before the first date you have to come to court. If you have not done it by that date, the judge might not give you more time to file it. The *Jury Request* form can be found at ilcourts.info/jury-request. Jury trials are complicated, so you may want to consult with a lawyer.
- You may have a lawyer represent you, but the court does not provide lawyers. You may find a lawyer to represent you or you may consult with a lawyer to get advice on representing yourself. You may ask the judge for time to get a lawyer at your first court date.



- If you **cannot pay for a lawyer**, contact the following referrals to request legal assistance for free:
 - If you live in Cook County, contact **Cook County Legal Aid for Housing and Debt (CCLAHD)**:
Telephone: (855) 956-5763
Website: www.cookcountylegalaid.org
 - If you live outside of Cook County, contact **Eviction Help Illinois**:
Telephone: (855) 631-0811
Website: evictionhelpillinois.org
Text: Text "Eviction Help" to (844) 938-4280 for English
- If you want to apply for **Illinois Court-Based Rental Assistance (CBRAP)**, you can get more information at:
 - **Telephone:** (866) 454-3571
 - **Website:** www.illinoishousinghelp.org/cbrap
- If you do not have a lawyer but **can pay for one**, call one of the following Lawyer Referral Services and ask them to recommend a lawyer for you:
 - Chicago Bar Association Lawyer Referral Service: (312) 554-2001
 - Cook County Bar Association Lawyer Referral Service: (312) 630-1157
 - Illinois State Bar Association: (800) 922-8757
- **Need More Information?**
 - Call or text Illinois Court Help at (833) 411-1121 or go to ilcourthelp.gov for information about going to court, including how to fill out and file documents.
- Visit Illinois Legal Aid Online at illinoislegalaid.org for more legal information about the eviction process.

- Si no puede pagar un abogado, puede comunicarse con las siguientes referencias para solicitar asistencia legal de forma gratuita:
 - Si vive en el condado de Cook, comuníquese con Cook County Legal Aid for Housing and Debt (CCLAHD):
Teléfono: (855) 956-5763
Sitio web: www.cookcountylegalaid.org
 - Si vive fuera del condado de Cook, comuníquese con Eviction Help Illinois:
Teléfono: (855) 631-0811
Sitio web: evictionhelpillinois.org
Mensaje de texto: Texto "Eviction Help" a (844) 938-4289 para español
- Si desea solicitar asistencia para pagar la renta del programa, Illinois Court-Based Rental Assistance (CBRAP), puede obtener más información en:
 - **Teléfono:** (866) 454-3571
 - **Sitio web:** www.illinoishousinghelp.org
- Si no tiene un abogado pero puede pagarlo, puede llamar a uno de los siguientes Servicios de Referencia de Abogados y pedirles que le recomienden un abogado:
 - Chicago Bar Association Lawyer Referral Service: (312) 554-2001
 - Cook County Bar Association Lawyer Referral Service: (312) 630-1157
 - Illinois State Bar Association: (800) 922-8757
- **¿Necesita más información?**
 - Llame o envíe un mensaje de texto a Illinois Court Help al (833) 411-1121, o visite ilcourthelp.gov para obtener información sobre los casos del tribunal y cómo completar y presentar formularios.
- Visite Illinois Legal Aid Online en illinoislegalaid.org y seleccione "Español" para obtener más información legal sobre el proceso de desalojo en español.



PROOF OF SERVICE OF EVICTION SUMMONS & EVICTION COMPLAINT

☐ **Alias Summons**

Check if this is not the 1st Summons issued for this Defendant.

IN THE STATE OF ILLINOIS, CIRCUIT COURT

COUNTY: _____
County Where You Are Filing the Case

Enter the case information as it appears on your other court documents.

PLAINTIFF: _____
For example, the landlord or owner. First, Middle, Last Name, or Business Name

DEFENDANT: _____
The people you are trying to evict.

First, Middle, Last Name

Case Number _____

☐ **Unknown Occupants**
Unknown Occupants are people living in the property whose names you do not know. The sheriff will only evict unknown occupants if the "Unknown Occupants" box is checked.



Do not complete the rest of the form. **The sheriff or private process server will fill in the form.**
Give them one copy of this blank *Proof of Service* form for each defendant who will be served.

My name is _____ and I state:
Officer/Process Server First, Middle, Last

SERVICE INFORMATION

Defendant: _____
First, Middle, Last Name or Business Name

☐ I was not able to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant named above.

- OR -

☐ I served the *Eviction Summons* and *Eviction Complaint* on the Defendant named above as follows:

☐ **Personally** on the Defendant:

☐ Male ☐ Female ☐ Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit #: _____

City, State, ZIP: _____

☐ On **someone else at the Defendant's home** who is at least 13 years old and is a family member or lives there:

Name of person served: _____
First, Middle, Last Name

☐ Male ☐ Female ☐ Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Case Number: _____

Address, Unit #: _____

City, State, ZIP: _____

and by sending a copy to this Defendant in a postage-paid, sealed envelope to the above
address on this date: _____.

☐ On the **Business's agent:** _____

First, Middle, Last Name

☐ Male ☐ Female ☐ Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit #: _____

City, State, ZIP: _____

SERVICE ATTEMPTS

I made the following attempts to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant:

First Attempt: On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit #: _____

City, State, ZIP: _____

Other information about service attempt:

Second Attempt: On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit #: _____

City, State, ZIP: _____

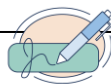
Other information about service attempt:

Third Attempt: On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit #: _____

City, State, ZIP: _____

Other information about service attempt:



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.

Your Signature /s/ _____ Print Your Name _____

You are: ☐ Sheriff in Illinois

☐ Private process server

☐ Sheriff outside Illinois: _____

☐ Licensed private detective, license number: _____

County and State

License number

FEES:

Service and Return: \$ _____ Miles: \$ _____ Total: \$ 0.00