

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT

_____ COUNTY, ILLINOIS

Plaintiff(s)

No. _____

VS.

Defendant(s)

SUMMONS

To each defendant:

You are hereby summoned and required to appear before this court at

_____, Illinois,

at _____ o'clock _____ M., on _____, 20____, to answer the complaint in this case, a copy of which is hereto attached. IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

To the officer:

This summons must be returned by the officer or other person to whom it was given for service, with indorsement of service and fees, if any, immediately after service and not less than 3 days before day of appearance. If service cannot be made, this summons shall be returned so indorsed. This summons may not be served later than 3 days before the day of appearance.

WITNESS, _____, 20____.

(Seal of court)

(Clerk of the Circuit Court)

(Plaintiff's attorney or plaintiff if not represented by an attorney.)

Name
Attorney for
Address
City
Telephone

Date of service: _____, 20____.
(To be inserted by officer on copy left with defendant or other person)

SHERIFF'S FEES

Service and return \$ _____
Miles _____
Total \$ _____

I certify that I served this summons on defendants as follows: Sheriff of _____ County

(a) - (Individual defendants—personal):

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the defendant with whom the summons was left, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant.)

(b) - (Individual defendants—abode):

By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of the family or a person residing there, of the age of 13 years or upwards, informing that person of the contents of the summons.

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom the summons was left; and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person.)

and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his or her usual place of abode, as follows:

Name of defendant	Mailing Address	Date of mailing
_____	_____	_____
_____	_____	_____

(c) - (Corporation defendants):

By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows:

Defendant corporation	Registered agent, officer or agent	Date of service
_____	_____	_____
_____	_____	_____

(d) - (Other service):

_____, Sheriff of _____ County

By _____, Deputy