

CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS

v.

No. _____

SUMMONS

To each defendant:

YOU ARE SUMMONED and required to file an answer in this case, or otherwise file your appearance, in the office of the clerk of this court within 30 days after service of this summons, not counting the day of service. 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 thereon of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so indorsed. This summons may not be served later than 30 days after its date.

WITNESS, _____, 20 _____

Plaintiff's Attorney (or plaintiff if he
is not represented by attorney)

(Clerk of Court)

Address _____

(Seal of Court)
Location of Clerk's Office

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.....\$_____

Sheriff of _____ County

I certify that I served this summons on defendants as follows:

(Check appropriate box, and complete information below)

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(a) – (Individual defendants-personal):

By leaving a copy and a copy of the complaint with each individual defendant personally.

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(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 his family, of the age of 13 years or upwards, informing that person of the contents and also by sending a copy of the summons in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode.

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(c) – (Corporation defendants):

By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant Corporation.

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(d) – (Other service):

Name of Defendant _____

Name of Defendant _____

Name of Person
Summons given to _____

Name of Person
Summons given to _____

Sex _____ Race _____ Approx. Age _____

Sex _____ Race _____ Approx. Age _____

Place of Service _____

Place of Service _____

Date of Service _____ Time _____

Date of Service _____ Time _____

Date of Mailing _____

Date of Mailing _____

Sheriff of _____ County

By _____, Deputy