

CIRCUIT COURT FOR THE 20TH JUDICIAL CIRCUIT

State of Illinois)
 S. S.
County of St. Clair)

Case Number: _____
Amount Claimed: _____

VS

Plaintiff(s)/Petitioner(s)

Defendant(s)/Respondent(s)

Plaintiff/Petitioner Attorney _____
Address _____
City/State/Zip _____
Phone _____ Email _____
ARDC Number _____

SERVE THIS DEFENDANT/RESPONDENT AT:
NAME _____
ADDRESS _____
CITY/STATE/ZIP _____

SUMMONS

To the above-named defendant(s)/respondent(s):

- ☐ A. You are hereby summoned and required to appear before this court at **#10 Public Square, Belleville, IL 62220** at _____ on _____ 20__ in Courtroom _____ to answer the complaint/petition in the 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/petition.
- ☐ B. You are hereby summoned and required to file an answer to the complaint/petition in this case, a copy of which is hereto attached, or otherwise file your appearance in the office of the clerk of this court within 30 days of service of this summons, exclusive of 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/petition.

- You have been sued. Read all documents attached to this Summons. To participate in the case, you **MUST** file an official document with the court within the time stated on this Summons called an "Appearance" and a document called an "Answer/Response". The Answer/Response is not required in small claims or eviction cases unless ordered by the court. If you do not file an Appearance and Answer/Response on time, the court may decide the case without hearing from you, and you could be held in default and lose the case.
- After you fill out the necessary documents, you need to electronically file (e-file) them with the court. To e-file, you must create an account with an e-filing service provider. For more information, go to ilcourts.info/efiling. If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You may be charged filing fees, but if you cannot pay them, you can file an Application for Waiver of Court Fees.
- It is possible that the court will allow you to attend the first court date in this case in-person or remotely by video or phone. Contact the Circuit Court Clerk's office or visit the Court's website to find out whether this is possible and, if so, how to do this.
- Need help? 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. You can also get free legal information and legal referrals at illinoislegalaid.org. All documents referred to in this Summons can be found at ilcourts.info/forms. Other documents may be available from your local Circuit Court Clerk's office or website.
- ¿Necesita ayuda? 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 de la corte y cómo completar y presentar formularios.

TO THE OFFICER:

This summons must be returned by the officer or other person to whom it was given for service, with endorsement thereon of service and fees, if any, immediately after service. In the event that Paragraph A of this summons is applicable, this summons may not be served less than twenty-one days before the day of appearance. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than 30 days after its date.

WITNESS, _____ **20** _____

Clerk of Court

BY DEPUTY: _____

SEAL

DATE OF SERVICE: _____ **20** _____

(To be inserted by officer on copy left with
defendant/respondent or other person)

Record of Service/Non-Service

Case Number: _____

I certify that I served this summons on defendant(s)/respondent(s) as follows:

(a) Individual defendant(s)/respondent(s)

-by leaving a copy of the summons and a copy of complaint/petition with each individual defendant/respondent personally as follows:

Name of defendant/respondent	Date of Service
_____	_____
_____	_____
_____	_____

(b) Individual defendant(s)/respondent(s) – abode

-by leaving a copy of the summons and a copy of the complaint/petition at the usual place of abode of each individual defendant/respondent with a person of his/her family, of the age of 13 years or upwards, informing that person of the contents of the summons, and also by sending a copy of the summons and the complaint/petition in a sealed envelope with postage fully prepaid, addressed to each individual defendant/respondent at his usual place of abode, as follows:

Name of defendant/respondent	Person with whom documents were left	Date of service	Date of mailing
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(c) Corporation defendant(s)/respondent(s)

-by leaving a copy of the summons and a copy of the complaint/petition with the registered agent office, or agent of each defendant/respondent corporation as follows:

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

(d) Other service

SHERIFF'S FEES Service and return\$_____ Miles\$_____ Total.....\$_____

_____, Sheriff of _____ County

_____, Deputy