

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS

v.

NO. _____

SUMMONS

To the 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 _____, (Insert name of building, room number, address, including city) Illinois, within 30 days after service of this summons, not counting the day of service. IF YOU FAIL TO DO SO, A JUDGMENT OR DECREE 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 persons to whom it was given for service, with indorsement 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 ____.

(Seal of court)

Clerk of court

Associate Circuit Clerk-Deputy

Name
Attorney for
Address
City
Telephone

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