

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT  
COUNTY OF JO DAVIESS

Plaintiff/Petitioner	)	
	)	
	)	
vs.	)	
	)	Case No. _____
	)	
Defendant/Respondent	)	

**SUMMONS**

To each Defendant/Respondent:

YOU ARE SUMMONED and required to file an answer in this case, or otherwise file your appearance in the Office of the Circuit Clerk of this Court, located at 330 North Bench Street, Galena, Illinois 61036 within thirty (30) days after the 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.

E-filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit: <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit: <http://www.illinoiscourts.gov/FAQ/gethelp.asp> or talk with your local circuit clerk's office.

To the Officer:

This Summons must be returned by the Officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. If service cannot be made, this Summons shall be returned so endorsed.

This Summons may not be served later than thirty (30) days after its date.

(Seal of court)

Witness, \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court

\_\_\_\_\_  
Deputy Circuit Clerk

Plaintiff/Petitioner's Attorney or Plaintiff/Petitioner if not represented by Attorney

Name: \_\_\_\_\_

Attorney for: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

Date of Service: \_\_\_\_\_

To be inserted by Officer/Process Server on the copy left with the Defendant/Respondent or other person