IN THE CIRCUIT COURT OF THE 19TH JUDICIAL CIRCUIT
LAKE COUNTY, ILLINOIS
SUMMONS (Action for $10,001 - $50,000)

(Name all parties)

	)	THIS IS AN ARBITRATION CASE
	)	
	)	No. _____
Plaintiff	)	
	)	Amount claimed $_____
vs.	)	
	)	
	)	
	)	
Defendant	)	

THIS IS AN ARBITRATION CASE

SUMMONS

TO EACH DEFENDANT:

YOU ARE HEREBY SUMMONED and required to appear before this Court at 301 S. Greenleaf Street., Room No. _____, Park City, Illinois, at_____.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.**

NOTICE: Both plaintiff and defendant shall appear in court on the return date unless an appearance and answer, as well as any required fees and any other required responsive pleading thereto has been filed on or before the return date. In such case neither party need appear and the case will be heard at the Arbitration Center, 415 W. Washington Street, Room 106, Waukegan, IL at _____on the _____ day of _____ , 20____, by arbitration without further notice.

NOTICE TO PLAINTIFF: Notwithstanding the aforestated, if plaintiff fails to appear on the original return date or any continued date thereof, the case may be dismissed for want of prosecution without further notice.

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 and not less than 3 days before the day for appearance. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than 3 days before the day for appearance.

WITNESS_____ , 20_____

(Seal of Court) _____
(Clerk of the Circuit Court)

_____
(Deputy)

(Plaintiff's attorney or plaintiff if he is not represented by an attorney)
Name _____
Attorney for _____
Address _____
City _____
Telephone _____

SHERIFF'S FEES

(Service and Return . . . . . $_____
(
(Miles _____ . . . . . $_____
(
(Total . . . . . $_____

_____

Sheriff of _____ County

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

(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 he left the summons, 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 his family, 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 he left the summons 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 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: _____

Dated this _____ day of _____, 20_____