

file, you may be able to get an exemption that allows you to file in-person or by mail. Ask the circuit clerk for more information or visit www.illinoislegalaid.org.

If you are unable to pay your court fees, you can apply for a fee waiver for information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to www.illinoislegalaid.org. You can also ask the circuit clerk's office for a fee waiver application.

NOTICE TO PLAINTIFF/PLAINTIFF'S ATTORNEY:

* When preparing the above summons, you shall insert a return date not less than seven nor more than 40 days after the date of issuance. If you fail to appear on the return date shown above, the case may be dismissed for want of prosecution.

NOTICE TO DEFENDANT/DEFENDANT'S ATTORNEY:

Parties are required to appear on the original return date or any continued date. If you fail to appear on the original return date, a judgment by default may be entered against you 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)

Notice to Defendant in an Eviction Case
If you wish to contest the claim(s) **you must** do the following:

File a written appearance and pay the statutory appearance fee (forms available at the main office of the Clerk of Court, 18 N. County Street, Waukegan) on or before the day and time specified for appearance on your summons.

Prepared by:

Name: _____ Pro Se

Address: _____

City: _____ State: _____

Phone: _____ Zip Code: _____

ARDC #: _____

E-mail address: _____

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 of the complaint at the usual place 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)-(Corporate 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: _____
(Deputy)

Summons for Defendant: _____ was served on or left with:

Name/Description: _____ Sex: M F Race: _____

Approx. age with whom the summons was left with: _____ years of age

Address/Place where summons was left: _____