

**UNITED STATES OF AMERICA  
STATE OF ILLINOIS                      COUNTY OF LASALLE  
IN THE CIRCUIT COURT OF THE 13TH JUDICIAL CIRCUIT**

VS.

Case No. \_\_\_\_\_

**SUMMONS**

TO THE DEFENDANT:

**YOU ARE HEREBY SUMMONED** and required to file an answer in this case, or otherwise file your appearance, in the office of the Clerk of this court, Room 201, 119 W. Madison Street, Ottawa, 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.

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 30 days after its date.

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

Name \_\_\_\_\_  
Attorney for \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Telephone \_\_\_\_\_

\_\_\_\_\_  
Clerk of Court  
(Seal of Court)

Date of Service \_\_\_\_\_,  
(To be inserted by officer on copy left with defendant or other person)

## SHERIFF'S FEES

Service and return..... \$ \_\_\_\_\_

Miles \_\_\_\_\_ .. \_\_\_\_\_

Total..... \$ \_\_\_\_\_

\_\_\_\_\_  
Sheriff of \_\_\_\_\_ County

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

(Check appropriate box, and complete information below)

☐ (a)--Individual defendants--personal):

By leaving a copy and a copy of the complaint with each individual defendant personally.

☐ (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 the family or a person residing there, of the age 13 years or upwards, informing that person of the contents and also by sending a copy of the summons in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his/her usual place of abode.

☐ (c)--(Corporation defendants):

By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation.

☐ (d)--(Other service):

Name of Defendant \_\_\_\_\_

Name of Defendant \_\_\_\_\_

Name of Person  
Summons Given to \_\_\_\_\_

Name of Person  
Summons Given to \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Approx. Age \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Approx. Age \_\_\_\_\_

Place of Service \_\_\_\_\_

Place of Service \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Service \_\_\_\_\_ Time \_\_\_\_\_

Date of Service \_\_\_\_\_ Time \_\_\_\_\_

Date of Mailing \_\_\_\_\_

Date of Mailing \_\_\_\_\_