

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

Plaintiff(s)

-VS-

Case No. _____

Defendant(s)

Amount Claimed \$ _____

SUMMONS

TO EACH DEFENDANT

You are hereby summoned and required to appear before this Court at the Downtown Courthouse, 119 W. Madison St., Ottawa, IL, 61350, Courtroom # _____ 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 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 the endorsement of service and fees, if any, immediately after service and not less than three days before the day of the appearance. If service cannot be made, this summons shall be returned so endorsed. This summons may not be served later than three days before the day of appearance.

Name: _____

Witness, _____, 20 ____

Attorney For: _____

Clerk of the Court

Address: _____

(Seal)

City: _____ State: _____

Telephone: _____

Date of Service: _____, 20 ____

(to be inserted by officer on copy left with defendant or other person)

* Insert date which is not less than 21 or more than 40 days after date of issuance.

NOTICE TO DEFENDANTS

- ♦ At the time and place indicated in this summons, you must appear in person or by an attorney and make your presence known to the court.
- ♦ If you do not appear at the time and place indicated in this summons, the allegations of the complaint will be taken as confessed and judgment may be against you for an amount to exceed the amount claimed.
- ♦ In the event judgment is entered against you in the manner indicated in the above paragraph, if you have a valid defense to the claim, you may ask the court to vacate the judgment at any time within thirty (30) days after it was entered, but you must file an affidavit in writing with the court showing that you do have a valid defense and that you were not lax in prosecuting the same.
- ♦ The case will be tried on the day set for your appearance unless otherwise ordered by the court.
- ♦ If you wish to contest this claim, you must appear at the time and place stated herein, with the witnesses, books or documents needed to establish your defense.

**LASALLE COUNTY CIRCUIT CLERK
OTTAWA, ILLINOIS 61350**

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):

By leaving a copy and a copy of the complaint with each individual defendant personally as follows:

Name of Defendant	Date of Service
_____	_____
_____	_____

(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 age 13 years or upwards, informing that person of the contents of the summons, 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/her usual place of abode, as follows:

Name of Defendant	Person With Whom Left	Date of Service	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 _____