

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

**PRINT NAME OF PERSON OR PARTY SUING** \_\_\_\_\_ }  
 v. \_\_\_\_\_ } **No. PRINT YOUR CASE NUMBER** \_\_\_\_\_  
**PRINT NAME OF PERSON OR PARTY BEING SUED** \_\_\_\_\_ }

NOTICE OF MOTION

To: **PRINT NAME OF PARTY YOU ARE SENDING NOTICE TO**

**PRINT COMPLETE ADDRESS**

**PRINT CITY, STATE AND ZIP CODE**

CHECK COMPUTER FOR ASSIGNED COURTROOM, THEN  
CHECK BLACKBOARD FOR COURT DATE AND TIME

On **PRINT COURT DATE**, \_\_\_\_\_, at **PRINT TIME** \_\_\_\_\_ a.m. or as soon thereafter as counsel

may be heard, I shall appear before the Honorable **PRINT NAME OF JUDGE** CHECK COMPUTER FOR ASSIGNED JUDGE or any Judge sitting in that Judge's stead, in the courtroom usually occupied by him/her, located at **PRINT COURTROOM NUMBER** CHECK COMPUTER FOR COURTROOM NUMBER

**RICHARD J. DALEY CENTER, 50 W. WASHINGTON, CHICAGO**, Illinois, and present

Name **PRINT YOUR NAME** Atty. No. \_\_\_\_\_ *Pro Se* 99500  
 Address **PRINT YOUR ADDRESS** Attorney for **LEAVE THIS SECTION BLANK IF YOU ARE NOT REPRESENTED BY AN ATTORNEY**  
 City/State/Zip **PRINT YOUR CITY, STATE AND ZIP CODE** Telephone \_\_\_\_\_

PROOF OF SERVICE BY DELIVERY

**PRINT DAY OF**

I, **PRINT NAME OF PERSON WHO SERVED NOTICE**, the attorney/non attorney\* certify that on the **THE MONTH** day of \_\_\_\_\_ (\*strike one)

**PRINT MONTH AND YEAR**, I served this notice by delivering a copy personally to each person to whom it is directed.

Date **PRINT TODAY'S DATE**, \_\_\_\_\_

**SIGNATURE OF PERSON WHO SERVED NOTICE**

Signature/Certification

PROOF OF SERVICE BY MAIL

I, **PRINT NAME OF PERSON WHO MAILED NOTICE**, the attorney/non attorney\* certify that I served this notice by mailing **PRINT NAME OF PERSON OR PARTY THE NOTICE IS BEING SENT TO** (\*strike one) **PRINT ADDRESS OF PERSON OR PARTY THE NOTICE IS BEING SENT TO**

a copy to \_\_\_\_\_ at \_\_\_\_\_ (address on envelope)

and depositing the same in the U. S. Mail at **PRINT LOCATION OF POST OFFICE OR MAIL BOX** (place of mailing)

at **PRINT TIME OF MAILING** a.m. **PRINT DAY OF MAILING** day of **PRINT MONTH AND YEAR OF MAILING**, with proper postage prepaid.

Date **PRINT TODAY'S DATE**, \_\_\_\_\_

**SIGNATURE OF PERSON WHO MAILED NOTICE**

Signature/Certification

NOTE: If more than one person is served by delivery or mail, additional proof of service may be made by attaching an additional sheet to this Notice of Motion.