

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
FIRST MUNICIPAL DISTRICT, CIVIL DIVISION

Case No.
Plaintiff(s)
v.
City of Chicago Department of Administrative Hearings and City of Chicago Department of
Administrative Agency Docket Number
Property Address, if applicable
Court Room: 1111
Court Time:
10:30 am Non-Parking Appeals
2:00 pm Parking and Non-Parking Appeals
Defendant(s)

SUMMONS IN ADMINISTRATIVE REVIEW

To Each Defendant:

YOU ARE HEREBY SUMMONED AND REQUIRED to file an answer in this case or otherwise file your appearance within 35 days after the date of this summons, with the Office of the Clerk of the Circuit Court. To file your answer you need access to the internet. Please visit www.cookcountyclerkofcourt.org to initiate this process. Kiosks with internet access are available at all Clerk's Office locations. Please refer to the last page of this document for location information.

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.

This summons is served upon you by registered or certified mail pursuant to the provisions of the Administrative Review Law.

Plaintiff Name:
Address:
City:
State: Zip:
Telephone:
Primary Email:
Witness:
Clerk of Court (Seal)

Dorothy Brown, Clerk of the Circuit Court of Cook County, Illinois
cookcountyclerkofcourt.org

**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_, certify under penalties as provided in 735 ILCS 1-109 that I served the following parties by registered mail on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SERVICE LIST**

1. City of Chicago, \_\_\_\_\_, 30 N. LaSalle St., Suite  
(Insert name of issuing department)  
1640, Chicago, IL 60602
2. City of Chicago Dept of Administrative Hearings, 740 N. Sedgwick, 6th Fl., Chicago, IL 60610
3. City of Chicago Law Dept, 30 N. LaSalle St, Suite 1720, Chicago, IL 60602
4. Other: \_\_\_\_\_

Plaintiff Signature: \_\_\_\_\_

## CLERK OF THE CIRCUIT COURT OF COOK COUNTY OFFICE LOCATIONS

Richard J Daley Center  
50 W Washington  
Chicago, IL 60602

District 2 - Skokie  
5600 Old Orchard Rd  
Skokie, IL 60077

District 3 - Rolling Meadows  
2121 Euclid  
Rolling Meadows, IL 60008

District 4 - Maywood  
1500 Maybrook Ave  
Maywood, IL 60153

District 5 - Bridgeview  
10220 S 76th Ave  
Bridgeview, IL 60455

District 6 - Markham  
16501 S Kedzie Pkwy  
Markham, IL 60428

Domestic Violence Court  
555 W Harrison  
Chicago, IL 60607

Juvenile Center Building  
2245 W Ogden Ave, Rm 13  
Chicago, IL 60602

Criminal Court Building  
2650 S California Ave, Rm 526  
Chicago, IL 60608

### Daley Center Divisions/Departments

Civil Division  
Richard J Daley Center  
50 W Washington, Rm 601  
Chicago, IL 60602  
Hours: 8:30 am - 4:30 pm

Chancery Division  
Richard J Daley Center  
50 W Washington, Rm 802  
Chicago, IL 60602  
Hours: 8:30 am - 4:30 pm

Domestic Relations Division  
Richard J Daley Center  
50 W Washington, Rm 802  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

Civil Appeals  
Richard J Daley Center  
50 W Washington, Rm 801  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

Criminal Department  
Richard J Daley Center  
50 W Washington, Rm 1006  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

County Division  
Richard J Daley Center  
50 W Washington, Rm 1202  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

Probate Division  
Richard J Daley Center  
50 W Washington, Rm 1202  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

Law Division  
Richard J Daley Center  
50 W Washington, Rm 801  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

Traffic Division  
Richard J Daley Center  
50 W Washington, Lower Level  
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

**Dorothy Brown, Clerk of the Circuit Court of Cook County, Illinois**

**[cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org)**