

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

Plaintiff(s)
v.
City of Chicago Department of Administrative Hearings and City of Chicago Department of
(Insert name of issuing department), and
(Insert names of other parties) Defendant(s)

Case No.
Administrative Agency Docket Number
Property Address, if applicable
Court Room: 1109

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: Witness:

Address:

City:

State: Zip:

Telephone:

Primary Email:

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