

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

MUNICIPAL DEPARTMENT, _____ DISTRICT

_____	Plaintiff(s)	Case No. _____
v.		Amount Claimed \$ _____
_____	Defendant(s)	* Return Date _____

SUMMONS

To each Defendant:

YOU ARE SUMMONED and required either:

1. To appear in person in Room _____, _____ Court Location
at _____ AM _____ PM on * _____, OR
2. To file your written appearance by yourself or your attorney on or before that date, and appear in
Room _____, _____ Court Location
at _____ AM _____ PM on that date. To file your appearance 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 <https://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>.

IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT, A COPY OF WHICH IS ATTACHED.

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, and not less than 3 days before the day for appearance. If service cannot be made, this Summons shall be returned so endorsed.

* This Summons may not be served later than three (3) days before the day of appearance.

Witness Date: _____

DOROTHY BROWN, Clerk of the Court

Atty. No.: _____

Date of Service: _____

Atty Name: _____

(To be inserted by officer on copy left
with Defendant or other person)

Atty. for: _____

Address: _____

City: _____ State: _____

Zip: _____

Telephone: _____

Primary Email: _____

Secondary Email: _____

Tertiary Email: _____

NOTICE TO PLAINTIFF

- * Return Date must be not less than 28 or more than 40 days after issuance of Summons if amount claimed is \$5,000 or less; not less than 21 or more than 40 days after issuance of Summons if amount claimed is in excess of \$10,000.

NOTICE TO DEFENDANT

1. This case will be heard on the day for appearance specified on the face of this Summons.
2. If the complaint is verified, your answer must be verified.
3. On the day for appearance specified the following will occur:
 - a. If you have not obeyed this Summons, a judgment or an order of default may be entered against you.
 - b. If you appear in court the case will be heard by the Judge and an appropriate order will be entered.
4. Late filing of an appearance or answer will not relieve you from a judgment or default order, except by court order.

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

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

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