

2120 - Served 2220 - Not Served 2320 - Service by Mail
2121 - Alias Served 2221 - Alias Not Served 2621 - Alias Service by Mail
Summons (08/10/18) CCM 0702 A

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 <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.

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.

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

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.

Atty. No.: _____

Witness Date: _____

Atty Name: _____

Atty. for: _____

DOROTHY BROWN, Clerk of the Court

Address: _____

City: _____

Date of Service: _____

State: ____ Zip: _____

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

Telephone: _____

Primary 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

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