

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
MUNICIPAL DEPARTMENT/ \_\_\_\_\_ DISTRICT

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant

No. \_\_\_\_\_

**EX-PARTE MOTION FOR APPOINTMENT OF SPECIAL PROCESS SERVER**

Now comes your movant as herein set forth and moves this court for entry of an order appointing

\_\_\_\_\_  
Name Occupation  
\_\_\_\_\_  
Place of Employment Street/Address of Employment

to make service of process in this cause.

In support of this Motion, movant states as follows:

- 1. The person named above is age 18 or older and is not a party to the action.
- \*2. The Sheriff of \_\_\_\_\_ County has, on \_\_\_\_\_, attempted but not made service of process upon the defendant.\*

- OR
- \*3. The Sheriff of \_\_\_\_\_ County has not attempted service of process upon the defendant; however, the following facts as set forth more specifically in the attached affidavit provide a sufficient basis for the appointment of a special process server. \*

Under penalties as provided by law pursuant to 735 ILCS 5/1-109, the undersigned certifies that the statements set forth herein are true and correct, or, on information and belief, certifies that he/she believes them to be true.

\_\_\_\_\_, \_\_\_\_\_  
Date Movant or Attorney for Movant

Atty. No.: \_\_\_\_\_  
Name: \_\_\_\_\_  
Attorney for: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_

\*Strike inapplicable paragraph