

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),

No.
Administrative Docket Number
Property Address, if applicable
Courtroom: 1111
Court time: 10:30 a.m. - Non-Parking Appeals
2:00 p.m. - Parking and Non-Parking Appeals

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, in the Office of the Clerk of the Circuit Court located in Room 602, Richard J. Daley Center, Chicago, Illinois 60602.

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

WITNESS Clerk of Court

(SEAL)

Plaintiff Name:
Address:
Telephone: Facsimile Telephone:
Primary Email:
Secondary Email: Tertiary Email:

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

Plaintiff Signature:

DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS