

Summons

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

Name All Parties

Plaintiff(s),
v.

Defendant(s),

Address of Defendants

Case No. _____
Amount Claimed: \$ _____
Appearance Filing/Return Date: _____
Status Date: _____
Trial Date: _____
Time: _____ Room: _____

Please serve as follows: Certified Mail Sheriff Service Alias (Plaintiff check one)

SUMMONS

To each Defendant:

YOU ARE SUMMONED and required:

1. To file your written appearance by yourself or your attorney and pay the required fee in:

- District 1: Richard J. Daley Center; 50 West Washington, Room 602; Chicago, IL 60602
 - District 2: 5600 Old Orchard Rd., Rm. 136; Skokie, IL 60077 District 5: 10220 S. 76th Ave., Rm. 121; Bridgeview, IL 60455
 - District 4: 1500 Maybrook Dr., Rm. 236; Maywood, IL 60153
- on _____, between the hours of 8:30 a.m. and 2:30 p.m.;
- District 3: 2121 Euclid, Rm. 121; Rolling Meadows, IL 60008 District 6: 1650 S. Kedzie Pkwy., Rm. 119; Markham, IL 60428
- on _____, before 9:00 a.m.

2. File your answer to the complaint before 9:00 a.m. as required by the applicable subsections of Paragraph 3 or 4 in the **NOTICE TO THE DEFENDANT** on the reverse side.

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 HERETO 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 three (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 for appearance.

THERE WILL BE A FEE TO FILE YOUR APPEARANCE.

Atty. No.: _____ Witness: _____
 Name: _____
 Atty. for: _____ DOROTHY BROWN, Clerk of Court
 Address: _____
 City/State/Zip Code: _____ Date of Service: _____
 Telephone: _____ (To be inserted by officer on copy left with Defendant or other person)
 Primary Email: _____ ****Service by Facsimile Transmission will be accepted at:**
 Secondary Email: _____ _____
 Tertiary Email: _____ (Area Code) (Facsimile Telephone Number)

Any person wishing to sue or defend a case as an indigent must petition the court to have the fees, costs, and charges associated with the proceedings waived.

Customers may visit www.cookcountyclerkofcourt.org to access the Clerk's filing fees or telephone the Civil Division at (312) 603-5116 with additional questions.

NOTICE TO PLAINTIFF

You **MUST** select a return day of:

not less than 14 or more than 40 days after issuance of summons if amount claimed is \$10,000 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. If the complaint is notarized, your answer must be notarized.

For District 1 Cases Only:

2. On the specified Return Day, one of the following may occur:

a. If you are sued for \$10,000 or less, you need not file an answer unless ordered to do so by the Court.

(i) If Plaintiff is not present, the case may be dismissed for want of prosecution.

(ii) If you have not filed an appearance, or you have filed an appearance and are not present, the Plaintiff may obtain an ex parte default judgment against you for the amount claimed.

(iii) If you have filed an appearance and are present on Return Day, trial may be held that day, or may be set for another day certain.

b. If you are sued for more than \$10,000.00, and if you have filed your appearance on time, you must file your answer no later than 10 days after the appearance date (return date) specified on the front of this form. If you have not filed your appearance or answer on time, the Plaintiff may obtain an ex parte default judgment against you for the amount claimed. If Plaintiff is not present for the Default call, the case may be dismissed for want of prosecution. If you filed your appearance and have not filed your answer on time the Plaintiff may motion the court to enter a judgment.

3. Late filing of an appearance or answer will not relieve you from a judgment or default order except by court order.

For District 2, 3, 4, 5 and 6 Cases:

4. If you are sued for more than \$10,000, you have 10 days from the Return Day to answer or otherwise plea.

5. On the specified Return Day, if you are sued for \$10,000 or less, you need not file an answer unless ordered to do so by the Court.

6. On the specified Status/Trial Day, one of the following may occur:

a. If Plaintiff is not present, the case may be dismissed for want of prosecution.

b. If you have not filed an appearance, or you have filed an appearance and are not present, the Plaintiff may obtain an ex parte default judgment against you for the amount claimed.

c. If you have filed an appearance and are present on Status/Trial Day, trial may be held that day, or may be set for another day certain.

The following is applicable to District 3 cases only:

7. This case may/may not be heard on the day for appearance specified in summons.

8. If the claim is for personal injury, or is a civil case in which Plaintiff has filed a jury demand, you will be required to file your appearance in person or by attorney Return Day, and your answer as required by Par. 2(b) above.

These cases will be assigned and heard in the Civil Jury Room _____ unless otherwise ordered by the Presiding Judge. Neither Plaintiff nor Plaintiff's attorney will be required to be present on Return Day. The case will be set for Status at 9:00 a.m., approximately 60 days from the date of filing. Plaintiff and Defendant will be required to appear in court on that status day.

9. Trial Rights of Property, Detinues, and Revivals of Judgment, Pro Se, and Forcible Detainer suits are returnable in Room _____ and are disposed of on a Return Day unless otherwise ordered by the Court.