

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

\_\_\_\_\_  
Plaintiff(s)  
v.  
\_\_\_\_\_  
Defendant(s)

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

Amount Claimed: \$ \_\_\_\_\_

\*Return Date: \_\_\_\_\_

**SUMMONS**

To each Defendant:

YOU ARE SUMMONED and required either:

- to appear in person in Room \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_, at \_\_\_\_\_  a.m.  p.m., on \* \_\_\_\_\_, OR  
(Time) (Date)
- to file your written appearance by yourself or attorney in Room \_\_\_\_\_ on or before that date, and appear in Room \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_  a.m.  p.m. on that date.  
(Address) (Time)

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.

Atty. No.: \_\_\_\_\_

Name: \_\_\_\_\_

Atty. for: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Tertiary Email: \_\_\_\_\_

WITNESS \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
DOROTHY BROWN, Clerk of Court

DATE OF SERVICE \_\_\_\_\_  
(To be inserted by officer on copy left with Defendant or other person)

**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.**