

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

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| _____ Petitioner/Plaintiff v. _____ Respondent/Defendant | Case No. _____ Please serve summons at: _____ _____ Return Date.: _____ Room Number: _____ Time: _____ AM PM |
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SUMMONS - ORDER OF PROTECTION

To the above-named Respondent/Defendant:

You are hereby summoned and required to file an answer in this case, or otherwise file your appearance in the office no later than 7 days after service of this summons, exclusive of the day of service. IF YOU FAIL TO DO SO, AN ORDER OF PROTECTION, BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE RELIEF ASKED IN THE PETITION, WHICH MAY INCLUDE THE ENTRY OF A TWO YEAR PLENARY ORDER OF PROTECTION.

FILING AN APPEARANCE: Your appearance date is NOT a court date. It is the deadline for filing your appearance/answer. To file your appearance/answer YOU DO NOT NEED TO COME TO THE COURTHOUSE, unless you are unable to eFile your appearance/answer. You can download an Appearance form at http://www.illinoiscourts.gov/Forms/approved/procedures/appearance.asp. After completing and saving your Appearance form, you can electronically file (e-File) it with the circuit clerk’s office.

E-FILING: E-filing is now mandatory 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 cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your circuit clerk for more information or visit www.illinoislegalaid.org.

FEE WAIVER: If you are unable to pay your court fees, you can apply for a fee waiver. For information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to www.illinoislegalaid.org. You can also ask your local circuit clerk’s office for a fee waiver application.

Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois
cookcountyclerkofcourt.org

COURT DATE: Your court date will be sent to your e-File email account or the email address you provided to the clerk’s office. You can also call or email the clerk’s office to request your next court date. You will need to provide your case number OR, if unknown, the name of the Plaintiff or Defendant. For criminal case types, you will also need to provide the Defendant’s birthdate.

REMOTE APPEARANCE: You may be able to attend this court date by phone or video conference. This is called a “Remote Appearance”. Call the Circuit Clerk at (312) 603-5030 or visit their website at www.cookcountyclerkofcourt.org to find out how to do this.

Contact information for each of the Clerk’s Office locations is included with this summons. The Clerk’s office is open Mon - Fri, 8:30 am - 4:30 pm, except for court holidays.

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. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than 30 days after its date.

Atty. No.: _____

Witness.: _____

Atty Name: _____

Atty. for: _____

Clerk of the Circuit Court

Address: _____

Date of Service: _____

City: _____

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

State: ____ Zip: _____

Telephone: _____

Primary Email: _____

SHERIFF'S RETURN

I certify that I served this summons on Respondent/Defendant as follows:

(Check appropriate box, and complete information below

- a. (Individual defendant's personal):
by leaving this copy and a copy of the petition with each individual defendant personally.
- b. (Individual defendant's abode):
By leaving this copy and a copy of the petition at the usual place of abode of each individual defendant with a person of his/her family, of the age of 13 years or upwards, informing that person of the contents and also by sending a copy of the summons in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his/her usual place of abode, I made all reasonable efforts to serve defendant personally, but could not find defendant for personal service.

Name of Defendant: _____ Name of Defendant: _____

Name of Person _____ Name of Person _____

Summons given to: _____ Summons given to: _____

Sex: Male Female Race: _____ Sex: Male Female Race: _____

Approx. Age _____ Approx. Age _____

Place of Service: _____ Place of Service: _____

Date of Service: _____ Date of Service: _____

Time: _____ AM PM Time: _____ AM PM

Date of Mailing: _____ Date of Mailing: _____

_____, Sheriff of _____ County

By: _____

Deputy

GET YOUR COURT DATE BY CALLING IN OR BY EMAIL

CALL OR SEND AN EMAIL MESSAGE to the telephone number or court date email address below for the appropriate division, district or department to request your next court date. Email your case number, or, if you do not have your case number, email the Plaintiff or Defendant's name for civil case types, or the Defendant's name and birthdate for a criminal case.

CHANCERY DIVISION

Court date EMAIL: ChanCourtDate@cookcountycourt.com
Gen. Info: (312) 603-5133

CIVIL DIVISION

Court date EMAIL: CivCourtDate@cookcountycourt.com
Gen. Info: (312) 603-5116

COUNTY DIVISION

Court date EMAIL: CntyCourtDate@cookcountycourt.com
Gen. Info: (312) 603-5710

**DOMESTIC RELATIONS/CHILD SUPPORT
DIVISION**

Court date EMAIL: DRCourtDate@cookcountycourt.com
OR
ChildSupCourtDate@cookcountycourt.com
Gen. Info: (312) 603-6300

DOMESTIC VIOLENCE

Court date EMAIL: DVCourtDate@cookcountycourt.com
Gen. Info: (312) 325-9500

LAW DIVISION

Court date EMAIL: LawCourtDate@cookcountycourt.com
Gen. Info: (312) 603-5426

PROBATE DIVISION

Court date EMAIL: ProbCourtDate@cookcountycourt.com
Gen. Info: (312) 603-6441

ALL SUBURBAN CASE TYPES

DISTRICT 2 - SKOKIE

Court date EMAIL: D2CourtDate@cookcountycourt.com
Gen. Info: (847) 470-7250

DISTRICT 3 - ROLLING MEADOWS

Court date EMAIL: D3CourtDate@cookcountycourt.com
Gen. Info: (847) 818-3000

DISTRICT 4 - MAYWOOD

Court date EMAIL: D4CourtDate@cookcountycourt.com
Gen. Info: (708) 865-6040

DISTRICT 5 - BRIDGEVIEW

Court date EMAIL: D5CourtDate@cookcountycourt.com
Gen. Info: (708) 974-6500

DISTRICT 6 - MARKHAM

Court date EMAIL: D6CourtDate@cookcountycourt.com
Gen. Info: (708) 232-4551