

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

<p>_____</p> <p style="text-align: center;">Petitioner/Plaintiff</p> <p style="text-align: center;">v.</p> <p>_____</p> <p style="text-align: center;">Respondent/Defendant</p>	<p>Case No. _____</p> <p>Please serve summons at:</p> <p>_____</p> <p>_____</p>
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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. To file your answer of appearance you need access to the internet. Please visit www.cookcountyclerkofcourt.org to initiate this process. Kiosks with internet access are available at all Clerk’s Office locations. Please refer to the last page of this document for location information.

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.

E-filing is now mandatory for documents in civil cases 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.

Return Date.: _____

Witness.: _____

Room Number: _____

Time: _____ AM PM

Clerk of the Circuit Court

Date of Service: _____

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

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

Atty. No.: _____
Atty Name: _____
Atty. for: _____
Address: _____
City: _____
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

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

cookcountyclerkofcourt.org

CLERK OF THE CIRCUIT COURT OF COOK COUNTY OFFICE LOCATIONS

Richard J Daley Center
50 W Washington
Chicago, IL 60602

District 2 - Skokie
5600 Old Orchard Rd
Skokie, IL 60077

District 3 - Rolling Meadows
2121 Euclid
Rolling Meadows, IL 60008

District 4 - Maywood
1500 Maybrook Ave
Maywood, IL 60153

District 5 - Bridgeview
10220 S 76th Ave
Bridgeview, IL 60455

District 6 - Markham
16501 S Kedzie Pkwy
Markham, IL 60428

Domestic Violence Court
555 W Harrison
Chicago, IL 60607

Juvenile Center Building
2245 W Ogden Ave, Rm 13
Chicago, IL 60602

Criminal Court Building
2650 S California Ave, Rm 526
Chicago, IL 60608

Daley Center Divisions/Departments

Civil Division
Richard J Daley Center
50 W Washington, Rm 601
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Chancery Division
Richard J Daley Center
50 W Washington, Rm 802
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Domestic Relations Division
Richard J Daley Center
50 W Washington, Rm 802
Chicago, IL 60602

Hours: 8:30 am - 4:30 pm

Civil Appeals
Richard J Daley Center
50 W Washington, Rm 801
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Criminal Department
Richard J Daley Center
50 W Washington, Rm 1006
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

County Division
Richard J Daley Center
50 W Washington, Rm 1202
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Probate Division
Richard J Daley Center
50 W Washington, Rm 1202
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Law Division
Richard J Daley Center
50 W Washington, Rm 801
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Traffic Division
Richard J Daley Center
50 W Washington, Lower Level
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm