

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

MUNICIPAL DEPARTMENT/ \_\_\_\_\_ DISTRICT

\_\_\_\_\_  
Plaintiff

v.

\_\_\_\_\_  
Defendant

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

Respondent

CITATION TO DISCOVER ASSETS TO A THIRD PARTY

To: \_\_\_\_\_

YOU ARE REQUIRED to either file your answer to this Citation on the form appearing on the reverse side or

appear on \_\_\_\_\_ before 9:30 am in Courtroom \_\_\_\_\_ located at:

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

Judgment was entered on \_\_\_\_\_ in favor of Plaintiff \_\_\_\_\_ and  
against Defendant(s) \_\_\_\_\_ in this court under case number \_\_\_\_\_ in the sum  
of \$ \_\_\_\_\_. There is now due, less credit and off-set, sum of \$ \_\_\_\_\_ (Judgment Balance). Further  
sums may become due as costs and interests accrue.

Your answer will inform the Court as to property you may hold belonging to (Judgment Debtor).

You are prohibited from making or allowing any transfer or other disposition of, or interfering with, any property  
not exempt from the enforcement of a judgment, a deduction order or garnishment, property belonging to the  
judgment debtor or to which s/he may be entitled or which may thereafter be acquired by or become due to him  
or her, and from paying over or otherwise disposing of any monies not so exempt, which are due to the judgment  
debtor. This prohibition shall remain in effect until further order of court or termination of the proceeding. You  
are not required to withhold the payment of any monies beyond double the amount of the total sum due the  
judgment creditor.

If the account consists solely of funds that can be identified as exempt under federal or state law, you are PROHIBITED from FREEZING THE ACCOUNT and YOU MUST RESPOND that the account consists solely of exempt funds. Deposited funds that are exempt under federal and state law include Social Security, SSI, veteran's benefits, Railroad Retirement benefits, public assistance benefits, unemployment compensation benefits and/or circuit breaker property tax relief benefits.

WARNING: Your failure to comply with the citation proceeding may result in a judgment being entered against you for the unsatisfied amount of this judgment. 735 ILCS 5/2-1402(f)(1).

WARNING: Your failure to appear in court or file you answer as directed may cause you to be arrested and brought before the court to answer to a charge of contempt of court, which may be punishable by imprisonment in the county jail.

**CERTIFICATION BY JUDGMENT CREDITOR OR ATTORNEY FOR JUDGMENT CREDITOR**

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure (735 ILCS 5/1-109), the undersigned certifies that the above information regarding the amount of the judgment, the date of the judgment, or its revival date, the balance due thereon, the name of the court and the number of the case is true and correct.

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

Signature: \_\_\_\_\_

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

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

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

Seal of Court

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

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

Clerk of the Court \_\_\_\_\_

ANSWER OF THIRD PARTY RESPONDENT CITATION

This first section must be filled out by the judgment creditor.

Citation/Respondent: \_\_\_\_\_ Court Date: \_\_\_\_\_

Defendant's Name \_\_\_\_\_ SSN. xxx-xx- \_\_\_\_\_ Case No. \_\_\_\_\_

Judgment Balance: \$ \_\_\_\_\_

This is a Citation: Freeze up to double the Judgment Balance

INTERROGATORIES

1. On the date of service of the citation, did you have in your possession, custody or control any personal property or monies belonging to the judgment debtor? Yes No

If the answer is "yes" go to the next question. If "no", go to the instructions.

2. Is this an IRA account? Or have all of the deposits made during the past 90 days been electronically deposited and identified as exempt Social Security, Unemployment Compensation, Public Assistance, Veteran's Benefits, Pension or Retirement or by a source drawing from any other statutory exemptions? Yes No

If the answer is "yes" go to the next question. If "no", go to the instructions.

3. Is/Are the account(s)' current balance(s) equal to or less than the total of the exempt deposits? Yes No

If you answered "yes" to all three (3) questions and funds in the account(s) are exempt, do not freeze the funds. Go to the "instructions" below.

Table with 3 columns: Account Type, Account Balance, Amount Withheld. Rows include Savings Account, Check/MMA/Now Account, Certificate of Deposit, Trust Account/Other.

(Describe) \_\_\_\_\_

E. Safety Deposit Yes No

F. Land Trust No. \_\_\_\_\_

G. Less Right of Offset for Loans \$ \_\_\_\_\_

Total Amount Frozen: \$ \_\_\_\_\_

5. List all electronic deposits into account(s) and their source(s) except deposits:

Table with 3 columns: Account No., Source, Monthly Amount. Three rows for listing deposits.

6. List all joint account holders or adverse claimants:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Account Information:

Type    Checking    CD Savings

Account Information:

Type    Checking    CD Savings

Account Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Account Information:

Type    Checking    CD Savings

Account Number: \_\_\_\_\_

**INSTRUCTIONS**

**File this Answer at least three (3) days before the court date to assure timely processing**

1. Complete the Answer of Third Party Respondent Citation section on this form.
2. Complete and sign the certification at the bottom of this page.
3. File this affidavit electronically by visiting [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org) and proceed with the eFile process.

**CERTIFICATION**

Under the penalties as provided by law pursuant to Section 1-109 of the code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct and that I have mailed this Answer to Defendant(s).

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

Agent Name

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

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

Agent Signature

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

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

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