

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.

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 [HYPERLINK “http://www.cookcountyclerkofcourt.org” www.cookcountyclerkofcourt.org](http://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.

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 21 days before the day of appearance.

Atty. No.: _____

Witness Date: _____

Atty Name: _____

Atty. for: _____

Iris Y. Martinez, Clerk of the Court

Address: _____

City: _____

Date of Service: _____

State: ____ Zip: _____

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

Telephone: _____

Primary Email: _____

NOTICE TO PLAINTIFF

- * Return Date must be not less than 40 or more than 61 days after issuance of Summons if amount claimed is \$50,000 or less.

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.

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