

2120 - Served 2220 - Not Served 2620 - Sec. of State  
2121 - Alias Served 2221 - Alias Not Served  
2621 - Alias Sec of State  
Small Claims Summons (Claims Under \$10,000.00)

(03/17/21) CCM 0751 A

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

**MUNICIPAL DEPARTMENT, \_\_\_\_\_ MUNICIPAL DISTRICT**

Name all Parties

_____	Case No. _____
_____ Plaintiff(s)	Amount Claimed: \$ _____
v.	* Return Date: _____
_____	Trial Date: _____
_____ Defendant(s)	Time: _____ AM PM
_____	Room: _____
_____ Address of Defendant(s)	

Please serve as follows:    Certified Mail    Sheriff Service (Plaintiff check one)    Alias

**SMALL CLAIMS SUMMONS  
(IL SUP. CT. RULES 281-288)**

To each Defendant:

YOU ARE SUMMONED and required:

To file an appearance by yourself or your attorney either in person, via telephone or video conference and pay the required fee on \_\_\_\_\_ (\* the Return Date).

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 HERETO ATTACHED.

**THERE IS A FEE TO FILE YOUR APPEARANCE.**

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

**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](http://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](http://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.

To the officer: (Sheriff Service)

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 21 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 for appearance.

Atty. No.: \_\_\_\_\_  
Pro Se 99500

Witness date \_\_\_\_\_

Name: \_\_\_\_\_  
Atty. for (if applicable): \_\_\_\_\_

Iris Y. Martinez, Clerk of Court

Service by Certified Mail: \_\_\_\_\_

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

Date of Service: \_\_\_\_\_  
(To be inserted by officer on copy left with employer or other person)

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

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

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

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

**Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois**  
**[cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org)**

**NOTICE TO DEFENDANT**

Any person wishing to sue or defend a case as an indigent must petition the court to have the fees, costs and charges associated with the proceedings waived.

Customers may visit [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org) to access the Clerk's filing fees or telephone the District with additional questions

1. The case will not be heard in court on the return date specified on the reverse side of this form. When you file your appearance and pay the fee required, you will receive your court date.
2. If you do not file an appearance and pay the required fee a JUDGMENT BY DEFAULT may be taken against you for the relief requested in the complaint.

\* NOTICE TO PLAINTIFF: The Return Date may not be less than 40 or more than 61 days after issuance of the summons.

**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