

**IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT
LAKE COUNTY, ILLINOIS**

SUMMONS

(Action for Forcible Detainer)

(Name all parties)

Plaintiff)	
vs.)	
Defendant)	

No. _____

Amount Claimed \$ _____

SUMMONS

To each defendant:

YOU ARE HEREBY SUMMONED and required to appear before this Court at Courtroom 150, 20 South County Street, Waukegan. Illinois, at _____ M, on _____, 20____ to answer the complaint in this case, a copy of which is hereto attached. IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

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 3 days before the day for appearance.

WITNESS _____, 20____

(Seal of Court)

(Clerk of the Circuit Court)

(Deputy)

(Plaintiff's attorney or plaintiff if not represented by an attorney)

Name _____

Attorney for _____

Address _____

City _____

Telephone _____

ARDC _____

Notice to Defendant in a Forcible Case

If you wish to contest the claim(s) **you must** do the following:

- a. File a written appearance and pay the statutory appearance fee (forms available at the main office of the Clerk of Court, 18 N. County Street, Waukegan) on or before the day and time specified for appearance on your summons.
- b. **If** the appearance is timely filed and the fee paid, you are **NOT** required to appear in court in person on the return date, **instead** you should be present in court at the specified address prepared to proceed to trial at the same time on the 7th day after the stated return day. In the event the return date or trial date falls on a Court Holiday (or weekend), the appearance date or trial date shall be on the next earliest court day.

SHERIFF'S FEES

(Service and return \$ _____
(
(Miles _____ \$ _____
(
(Total \$ _____

Sheriff of _____ County

I certify that I served this summons on defendants as follows:

(a)-**(Individual defendants – Personal)**: (The officer or other person making service, shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant).

(b)-**(Individual defendants – Abode)**: By leaving a copy of the complaint at the usual place of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents of the summons. (The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person).
and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows: Name of defendant Mailing Address Date of mailing

(c)-**(Corporate defendants)**: By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows: Defendant corporation Registered agent, officer or agent Date of Service

(d)-**(Other service)**: _____

Sheriff of _____ County

By: _____
(Deputy)

Summons for Defendant: _____ was served on or left with:

Name/Description: _____ **Sex:** M F **Race:** _____

Approx. age with whom the summons was left with: _____ years of age

Address/Place where summons was left: _____

NOTICE TO DEFENDANT

- (a) This case will not be heard on the day for appearance specified on the reverse side, hereafter called the return day.
- (b) If the complaint is verified (sworn to), your answer must be verified.
- (c) If you have not obeyed this summons and filed a written appearance on or before the return day, an order of default and judgment may be taken against you not sooner than seven (7) days after the return day.
- (d) If you have filed a written appearance on or before the return day, you must file an answer not later than ten (10) days after the return day. If you fail to file an answer within that time, and an order of default and judgment may be taken against you at any time after said ten (10) days.
- (e) If you have filed your appearance and answer as required above, the case will thereafter on motion of any party be set for trial on a day certain at the specified address.
- (f) **IN A FORCIBLE DETAINER CASE, if you wish to contest the claim(s) you must** do the following:
 - a. File a written appearance and pay the statutory appearance fee (*forms available at the main office of the Clerk of the Court, 18 North County Street, Waukegan*) on or before the day and time specified for appearance on your summons.
 - b. You are not required to file a written answer to the complaint in addition to your written appearance, but you will be required to appear in court and be prepared for trial of your case on the seventh (7th) day after the return date stated on your summons. In the event the return date or trial date falls on a Court Holiday (or weekend), the appearance date or trial date shall be on the **next** earliest court day.
- (g) Late filing of an appearance or answer will not relieve you from judgment or default order except by court order.