

Give this letter to the sheriff. Do not file it.

Letter to the Sheriff

(SERVING A CITATION TO DISCOVER ASSETS TO DEBTOR'S EMPLOYER)

Instructions to User

1. Complete this letter. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
 - Copies of the *Citation to Discover Assets to Debtor's Employer* for the employer in your case that is located in that county;
 - Payment for the sheriff's fee for services. If you have an *Order for Waiver of Court Fees*, which waives or partially waives your fees, include the order and any payment due. Contact the sheriff's office for information on the cost and how to pay; and
 - A self-addressed and stamped envelope for the sheriff to mail the return of service to you.
3. Send everything to the sheriff's office in the county where the employer is located.

Date: _____

Sheriff of _____ County State of _____

Address of Sheriff: _____

Dear Sheriff:

Re: _____ v. _____
Plaintiff _____ *Defendant* _____

Case Number: _____

I am enclosing the *Citation to Discover Assets to a Debtor's Employer* to be served on:

Name of the Employer

Street, Apt. # _____ City _____ State _____ Zip Code _____

Check all that apply

- I have been granted a full fee waiver and have enclosed an *Order for Waiver of Court Fees* entered by the Court in _____ County, Illinois;
- I have been partial fee waiver and have enclosed an *Order for Waiver of Court Fees* entered by the Court in _____ County, Illinois;
- I do not have a fee waiver.
- I have enclosed a payment of \$ _____.

Once you have served the enclosed documents, please complete a return of service and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Your Signature /s/ _____ Print Name _____

Your Address _____
Street Address _____ City _____ State _____ Zip Code _____

Your Phone Number _____ Your Email _____