

## Letter to the Sheriff

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

### 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 Bank* for each of the banks in your case that are 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 bank 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 Bank* to be served on:

\_\_\_\_\_  
*Name of Bank*

\_\_\_\_\_  
*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 \_\_\_\_\_