

For Court Use Only

In 1, if the debtor is a person, enter the address where the debtor can be served. If the debtor is a business, enter the name of the registered agent, and the address for service. The registered agent can be found on the Illinois Secretary of State's website.

In **2**, you will need to find out whether court will be in person, or by phone or video. Contact the Circuit Clerk by phone, or visit their website. Once you have this information, check **2a** or **2b**.

Fill out court date and time, and then:

If you check **2a**, fill out the address of the court building where the Debtor will attend in person.

If you check **2b**, fill out:

- the phone number for the Circuit Clerk's office.
- the instructions for how to appear by phone or video.

1. **Name and address of debtor:**

Debtor's name

Street, Apt #

City *State* *ZIP*

2. **You must attend court on** _____ **at** _____ ☐ **a.m.** ☐ **p.m.**

Date *Time*

☐ a. In person
in courtroom _____

The address of the court is: _____

Street

City *State* *ZIP*

OR

☐ b. By phone or video

Information and instructions for how you must attend by phone or video:

Attending by phone or video is also called a "Remote Appearance." For more information, call the Circuit Clerk _____ *Local Circuit Clerk's phone number*

or visit their website to find out how to do this.

Notice to Debtor