



SUMMONS

(DIVORCE)

IN THE STATE OF ILLINOIS, CIRCUIT COURT

☐ **Alias Summons**

Check if this is not the 1st Summons issued for this Respondent.

COUNTY: _____

County Where You Are Filing the Case

PETITIONER: _____

Who started the case. First, Middle, and Last Name

RESPONDENT: _____

Who the case was filed against. First, Middle, and Last Name

Case Number _____

You have been sued. Read all of the documents attached to this Summons.

To participate in the case, you must follow the instructions listed below. Also see page 4 for next steps.

If you do not, the court may decide the case without hearing from you and you could lose the case.

Appearance and Answer/Response forms can be found at: ilcourts.info/forms.

1. INSTRUCTIONS FOR PERSON RECEIVING THIS SUMMONS (RESPONDENT):

- a. To respond to this *Summons*, you must file *Appearance* and *Answer/Response* forms with the court within 30 days after you have been served (*not counting the day of service*) by e-filing or at:

In person: _____
Court Address City State ZIP

- b. A DISSOLUTION ACTION STAY IS IN FULL FORCE AND EFFECT UPON SERVICE OF THIS SUMMONS. THE CONDITIONS OF THE STAY ARE SET FORTH ON THE BOTTOM OF THIS PAGE. ANY PERSON WHO FAILS TO OBEY THE DISSOLUTION ACTION STAY MAY BE SUBJECT TO PUNISHMENT FOR CONTEMPT.

- c. You may be able to attend court by phone or video conference. This is called a "Remote Appearance."

To find out more about remote court options:

Phone: _____ or Website: _____
Circuit Clerk's Phone Number Website URL

CONDITIONS OF DISSOLUTION ACTION STAY ([750 ILCS 5/501.1](http://ilcourts.info/forms))

- (a) Upon service of a summons and petition or praecipe filed under the Illinois Marriage and Dissolution of Marriage Act or upon the filing of the respondent's appearance in the proceeding, whichever first occurs, a dissolution action stay shall be in effect against both parties, without bond or further notice, until a final judgement is entered, the proceeding is dismissed, or until further order of the court:
- (1) restraining both parties from physically abusing, harassing, intimidating, striking, or interfering with the personal liberty of the other party or the minor children of either party; and
 - (2) restraining both parties from concealing a minor child of either party from the child's other parent. The restraint provided in this subsection (a) does not operate to make unavailable any of the remedies provided in the Illinois Domestic Violence Act of 1986.
- (b) (Blank).
- (c) (Blank).
- (d) (Blank).
- (e) In a proceeding filed under this Act, the summons shall provide notice of the entry of the automatic dissolution action stay in a form as required by applicable rules.

2. RESPONDENT'S INFORMATION

- a. Respondent's
- primary address/information**
- for service:

Name: _____
*First, Middle, and Last Name*Street Address: _____
*Street, Apt #*City, State, ZIP: _____
City State Zip

Telephone: _____ Email: _____

- b.
- Second address**
- for this Respondent:

☐ I do **not** have another address where the Respondent might be found.☐ I have another address where this Respondent might be found. It is:Street Address: _____
*Street, Apt #*City, State, ZIP: _____
City State Zip

Telephone: _____ Email: _____

- c. Person who will serve your documents on the Respondent:

☐ Sheriff in Illinois ☐ Special process server ☐ Licensed private detective☐ Sheriff outside Illinois: _____
County & State**PETITIONER INFORMATION:***Enter your information below.*Name: _____
*First, Middle and Last Name*Street Address: _____
*Street, Apt #*City, State, ZIP: _____
City State Zip

Telephone: _____ Email: _____

Be sure to **check your email every day** so you do not miss important information, court dates, or documents from other parties.

The Circuit Clerk and officer or process server will fill in this section.

To be filled in by the Circuit Clerk:

Witness this Date: _____

Seal of Court

Clerk of the Court: _____

To be filled in by an officer or process server:

Date of Service: _____

*Fill in the date above and give this copy of the Summons to the person served.***Note to officer or process server:** this is a 30-day *Summons* and must be served within 30 days of the witness date.

- You must also complete the attached
- Proof of Service*
- form and file it with the court or return it to the Petitioner.



WHAT'S NEXT

NEXT STEPS FOR PERSON FILLING OUT THIS FORM:

- File this form with the Circuit Clerk in the county you live in or in the county your spouse lives in. For more information on where to file, go to ilcourts.info/clerks.
- Arrange to notify your spouse that you have filed for divorce. Information on how to do that can be found at ilcourts.info/how-to-divorce.
- Confirm that the Sheriff has notified your spouse by serving them with the forms.



Learn more about each step in the process and how to file in the instructions:
ilcourts.info/how-to-summons.



NEXT STEPS FOR PERSON RECEIVING THIS DOCUMENT:

You have been sued:

- Read all documents attached to this *Summons*.
- All documents referred to in this *Summons* can be found at ilcourts.info/forms. Other documents may be available from your local Circuit Court Clerk's office or website.
- You may be charged filing fees, but if you cannot pay them, you can file an *Application for Waiver of Court Fees (Civil)*.
- When you go to court, it is possible that the court will allow you to attend the first court date in this case in-person or remotely by video or phone. Contact the Circuit Court Clerk's office or visit the Court's website to find out whether this is possible and, if so, how to do this.

If Section 1 on page 1 of this *Summons* is checked (30-day summons):

- You **must** file official documents called an *Appearance* and an *Answer/Response* with the court within 30 days of the date you were served with this *Summons*.
- If you do not file an *Appearance* and *Answer/Response* on time, the judge may decide the case without hearing from you. This is called "default." As a result, you could lose the case.
- *Appearance* and *Answer or Response* forms can be found at ilcourts.info/forms.
- After you fill out the necessary documents, you need to electronically file (e-file) them with the court. To e-file, you must create an account with an e-filing service provider. For more information, go to ilcourts.info/efiling. If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You should be notified of any future court dates.

Need Help? ¿Necesita ayuda?

- Call or text Illinois Court Help at 833-411-1121 or go to ilcourthelp.gov for information about going to court, including how to fill out and file documents.
- Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite ilcourthelp.gov para obtener información sobre los casos de la corte y cómo completar y presentar formularios.
- You can also get free legal information and legal referrals at illinoislegalaid.org.
- If there are any words or terms that you do not understand, please **visit Illinois Legal Aid Online** at ilao.info/glossary. You may also find more information, resources, and the location of your local legal self-help center at: ilao.info/lshc-directory.



PROOF OF SERVICE OF SUMMONS AND PETITION FOR DIVORCE

(PETITION FOR DIVORCE)

IN THE STATE OF ILLINOIS, CIRCUIT COURT

☐ **Alias Summons**

Check if this is not the 1st Summons issued for this Respondent.

COUNTY: _____
County Where You Are Filing the Case

PETITIONER: _____
Who started the case. First, Middle, and Last Name

RESPONDENT: _____
Who the case was filed against. First, Middle, and Last Name

Case Number _____



Do not complete the rest of the form. **The sheriff or special process server will fill in the form.**
Give them one copy of this blank *Proof of Service* form for each Respondent who will be served.

My name is _____ and I state:
Officer/Process Server First, Middle, Last Name

SERVICE INFORMATION

Respondent: _____
First, Middle, Last Name

☐ I was not able to serve the *Summons* and *Petition for Divorce* on the Respondent named above.
- or -

☐ I served the *Summons* and *Petition for Divorce* on the Respondent named above as follows:

☐ **Personally** on the Respondent:

☐ Male ☐ Female ☐ Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit#: _____

City, State, ZIP: _____

☐ On **someone else at the Respondent's home** who is at least 13 years old and is a family member or lives there:

Name of person served: _____
First, Middle, Last Name

☐ Male ☐ Female ☐ Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit#: _____

City, State, ZIP: _____

and by sending a copy to this Respondent in a postage-paid, sealed envelope to the above
address on this date: _____.

SERVICE ATTEMPTS

I made the following attempts to serve the *Summons* and Petition for Divorce on the Respondent:

First Attempt: On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit#: _____

City, State, ZIP: _____

Other information about service attempt:

Second Attempt: On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit#: _____

City, State, ZIP: _____

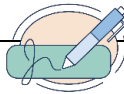
Other information about service attempt:

Third Attempt: On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit#: _____

City, State, ZIP: _____

Other information about service attempt:

**SIGN**

I certify under [735 ILCS 5/1-109](#) that:

- 1) everything in this document is true and correct, or I have been informed or I believe it to be true and correct, and
- 2) I understand that making a false statement on this form is perjury and has penalties provided by law.

Your Signature /s/ _____ Print Your Name _____

You are: ☐ Sheriff in Illinois

☐ Special process server

☐ Sheriff outside Illinois: _____

☐ Licensed private detective, license number: _____

County and State

License number

FEES:

Service and Return: \$ _____ Miles: \$ _____ Total: \$ _____