

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

# Letter to the Sheriff

(SERVING A SUMMONS AND PETITION FOR DIVORCE)

## Instructions to User

1. Complete this letter. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
  - The *Summons* and the *Petition for Divorce* (contact the sheriff for the number of copies needed);
  - Payment for the sheriff's fee. 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 *Proof of Service of Summons and Petition for Divorce* to you.
3. Send this letter, the documents and payment, if any, to the sheriff's office in the county where your spouse lives.

Date: \_\_\_\_\_

Sheriff of \_\_\_\_\_ County State of \_\_\_\_\_

Address of Sheriff: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sheriff:

Re: \_\_\_\_\_ v. \_\_\_\_\_  
*Petitioner* *Respondent*

Case Number: \_\_\_\_\_

I am enclosing the *Summons and Petition for Divorce* to be served on:

Name of Respondent: \_\_\_\_\_  
*First, Middle and Last Name*

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 the *Proof of Service of Summons and Petition for Divorce* 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 \_\_\_\_\_