

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>		<b>EVICTIION SUMMONS</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Directly above, enter the name of county where you will file the case. Enter your name as Plaintiff. Below "Defendants," enter the names of all the people you are trying to evict. The sheriff will only evict unknown occupants if the "Unknown Occupants" box is checked. Enter the Case Number given by the Circuit Clerk.	<b>Plaintiff</b> <i>(For example, the landlord or owner):</i>  V.  <b>Defendants</b> <i>(First, middle, last name):</i>  <input type="checkbox"/> <b>Unknown Occupants</b> <i>(Unknown Occupants are people living in the property whose names you do not know.)</i>  <input type="checkbox"/> <b>Alias Summons</b> <i>(Check this box if this is not the 1<sup>st</sup> Summons issued for this Defendant.)</i>		_____ <b>Case Number</b>

## IMPORTANT: You have been sued.

- Read all documents attached to this *Summons*.
- You **MUST** attend court on the date in this *Summons*. If you do not, the judge may decide the case without hearing from you. This is called "default." As a result, you could lose the case.
- You do not have to file a document called an *Answer/Response* in an eviction case unless ordered to by the judge. You may have to file a document called an *Appearance*. If you do not file required court documents on time, the judge may decide the case without hearing from you. This is called "default." As a result, you could lose the case.
- All documents referred to in this *Summons* can be found at [ilcourts.info/forms](http://ilcourts.info/forms). Other documents may be available from your local Circuit Court Clerk's office or website.
- 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](http://ilcourts.info/efiling). If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You may be charged filing fees, but if you cannot pay them, you can file an Application for Waiver of Court Fees.
- 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.
- Need help? Call or text Illinois Court Help at 833-411-1121 or go to [ilcourthelp.gov](http://ilcourthelp.gov) for information about going to court, including how to fill out and file documents. You can also get free legal information and legal referrals at [illinoislegalaaid.org](http://illinoislegalaaid.org).
- ¿Necesita ayuda? Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite [ilcourthelp.gov](http://ilcourthelp.gov) para obtener información sobre los casos de la corte y cómo completar y presentar formularios.

**Plaintiff:** If you are suing more than 1 Defendant, fill out an *Eviction Summons* form for each Defendant, including 1 *Eviction Summons* for all Unknown Occupants, if checked. To serve this *Summons*, see *How to Serve a Summons* at [ilcourts.info/forms](http://ilcourts.info/forms).

In **1a**, enter the name and address of a Defendant.

In **1b**, enter a second address for Defendant if you have one.

In **1c**, check how you are sending your documents to Defendant. If you need more information, see *How to File Present & Eviction Case* available at [ilcourts.info/forms](http://ilcourts.info/forms).

In **2**, enter your contact information.

Enter your complete address, telephone number, and email address, if you have one.

### 1. Defendant's address and service information

#### a. Defendant's primary address/information for service:

Name (First, Middle, Last): \_\_\_\_\_

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### b. If you have more than one address where Defendant might be found, list that here:

Name (First, Middle, Last): \_\_\_\_\_

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### c. Method of service on Defendant

☐ Sheriff ☐ Sheriff outside Illinois: \_\_\_\_\_  
County & State

☐ Special process server ☐ Licensed private detective

### 2. Contact information for the Plaintiff:

☐ Association ☐ Landlord/Owner ☐ Agent ☐ Receiver

Name (First, Middle, Last): \_\_\_\_\_

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

#### Instructions for person getting this form (Defendant):

The Plaintiff has filed a case in court to have you evicted. The Plaintiff's *Eviction Complaint* is attached.

- **If you do not go to court**, you could lose the case by default.
- The judge could order you to move and pay the Plaintiff money.
- Before you go to court, read **YOU HAVE RIGHTS** on page 3.
- If you are not ready for trial on your court date, you may ask the judge for more time. The judge does not have to give you more time.

In **3**, the plaintiff should enter:

- The court date and time that the clerk's office assigns to the case.
- The address of the courthouse.
- The call-in or video conference information for remote appearances (if applicable).
- The clerk's phone number and website.

All of this information is available from the Circuit Clerk.

For more information about how to complete **3**, see *How to File & Present an Eviction*

### 3. Instructions for the person receiving this *Eviction Summons* (Defendant):

You must attend court on the date below:

\_\_\_\_\_ at \_\_\_\_\_ ☐ a.m. ☐ p.m. in \_\_\_\_\_  
Date Time Courtroom

#### In-person at:

\_\_\_\_\_  
Courthouse Address City State ZIP

OR

**Remotely** (you may be able to attend this court date by phone or video conference.

This is called a "Remote Appearance.")

By telephone: \_\_\_\_\_  
Call-in number for telephone remote appearance

By video conference: \_\_\_\_\_  
Video conference website

\_\_\_\_\_  
Video conference log-in information (meeting ID, password, etc.)

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website at:  
Circuit Clerk's phone number

\_\_\_\_\_  
Circuit Clerk's website

to find out more about how to do this.

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

Case at  
[ilcourts.info/forms](http://ilcourts.info/forms).  
You can also call or  
text Illinois Court  
Help at 833-411-  
1121.

Seal of Court

**STOP!**

The Circuit Clerk  
will fill in this  
section.

Witness this Date: \_\_\_\_\_

Clerk of the Court: \_\_\_\_\_

**To the Sheriff or special process server:** Serve this *Eviction Summons* and *Eviction Complaint* on the Defendant named above. This summons must be served at least 3 days before the court date (7 days in Cook County). Check with the Circuit Clerk.

Date of service: \_\_\_\_\_  
(Date to be entered by an officer or process server on the copy of this Summons left with the Defendant or other person.)

## ARE YOU THE DEFENDANT? SEE BELOW

### AN EVICTION CASE HAS BEEN FILED

The Plaintiff is trying to evict you. If you lose this case, you will have to move and possibly pay the Plaintiff money. Get to court on time. Only you or a lawyer can appear in court on your behalf. You may not send a friend or relative in your place. If you want to talk to a lawyer about your case, ask the judge for a continuance.

### IF YOU DO NOT GO TO COURT

The case will go ahead whether or not you go to court. If you are not in court, the judge will only hear the Plaintiff's side of the story and may order you to move within a very short period of time. If you do not move during that period, the sheriff can evict you and all other occupants from the property and you may lose your belongings. If you miss your court date and the judge orders you to move, you can file a motion explaining why you missed court and ask the judge for another chance to explain why you should not be evicted. Talk to a lawyer or visit [illinoislegalaid.org/](http://illinoislegalaid.org/) for more information.

### YOU HAVE RIGHTS

1. You may come to court and tell your side of the story. If you have any receipts, photographs, or other documents that support your side of the story, bring them to court. You can let the judge know that you have these documents when it is your turn to speak.
2. You have a right to demand a trial by jury. Jury trials are complicated, so you may want to consult with a lawyer before demanding a jury trial. A jury demand should be filed on or before the first date you have to come to court. If you have not done it by that date, the judge might not give you more time to file it.
3. You may have a lawyer represent you in court but the court will not appoint a lawyer for you. If you want a lawyer, you must get one right away. You may go to the court date and ask the judge for time to get a lawyer.
4. You may be required to pay a fee to file an appearance or a jury demand. If you cannot afford the fee, you may fill out and file an *Application for Waiver of Court Fees* found at: [illinoiscourts.gov/documents-and-forms/approved-forms](http://illinoiscourts.gov/documents-and-forms/approved-forms).
5. If you do not have a lawyer but can afford one, you can call one of the following Lawyer Referral Services and ask them to recommend a lawyer for you:
  - Chicago Bar Association Lawyer Referral Service: (312) 554-2001
  - Cook County Bar Association Lawyer Referral Service: (312) 630-1157
  - Illinois State Bar Association: (800) 922-8757
  - Other Lawyer Referral Services are available online.
6. If you cannot afford a lawyer, a legal aid organization may be able to help you for free or at a reduced rate.  
**If you live in Cook County**, call CARPLS: (312) 738-9200. CARPLS is a legal aid referral service that can connect you with one of Cook County's many legal aid organizations. You may also contact these organizations directly:
  - Cabrini Green Legal Aid (CGLA): (312) 738-2452
  - Lawyers' Committee for Better Housing (LCBH): (312) 347-7600
  - Legal Aid Chicago: (312) 341-1070**If you live in Northern Illinois but outside Cook County**, call Prairie State Legal Services: (800) 531-7057  
**If you live in Central and Southern Illinois**, call Land of Lincoln Legal Aid: (877) 342-7891
7. For more information about your rights, visit: [illinoislegalaid.org/](http://illinoislegalaid.org/).

This form is approved by the Illinois Supreme Court and must be accepted in all Illinois Courts.

Forms are free at [ilcourts.info/forms](http://ilcourts.info/forms).

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>		<b>PROOF OF SERVICE OF EVICTION SUMMONS &amp; EVICTION COMPLAINT</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Directly above, enter the name of the county where you will file the case. Enter your name as Plaintiff. Below "Defendants," enter the names of all the people you are trying to evict. The sheriff will only evict unknown occupants if the "Unknown Occupants" box is checked. The Circuit Clerk will add a Case Number.	<b>Plaintiff (For example, the landlord or owner):</b>    <b>v.</b>  <b>Defendants (First, middle, last name):</b>   <input type="checkbox"/> <b>Unknown Occupants</b> (Unknown Occupants are people living in the property whose names you do not know.)  <input type="checkbox"/> <b>Alias Summons</b> (Check this box if this is not the 1 <sup>st</sup> Summons issued for this Defendant.)		          <b>Case Number</b>

**\*\*STOP. Do not complete the form. The sheriff or special process server will fill in the form.\*\***

My name is \_\_\_\_\_ and I state:

*First, Middle, Last*☐ I served the ***Eviction Summons and Eviction Complaint*** on the Defendant,

as follows:

*First, Middle, Last*☐ Personally on Defendant:☐ Male ☐ Female ☐ Non-Binary Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

☐ On someone else at the Defendant's home who is at least 13 years old and is a family member or lives there:On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

And left it with: \_\_\_\_\_

*First, Middle, Last*☐ Male ☐ Female ☐ Non-Binary Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_

and by sending a copy to this Defendant in a postage-paid, sealed envelope to the above address on \_\_\_\_\_

*Date*☐ On the Corporation's agent: \_\_\_\_\_*First, Middle, Last*☐ Male ☐ Female ☐ Non-Binary Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

☐ I was not able to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant:

\_\_\_\_\_  
First, Middle, Last

I made the following attempts to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant:

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Other information about service attempt: \_\_\_\_\_

2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Other information about service attempt: \_\_\_\_\_

3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_ ☐ a.m. ☐ p.m.

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Other information about service attempt: \_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**If you are a special process server, sheriff outside of Illinois, or licensed private detective, your signature certifies that everything on the *Affidavit of Service of Eviction Summons & Eviction Complaint* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

**By:**

**FEES**

Signature by: ☐ Sheriff

☐ Sheriff outside Illinois:

\_\_\_\_\_  
County and State

☐ Special process server

☐ Licensed private detective

Service and Return: \$ \_\_\_\_\_

Miles: \_\_\_\_\_ \$ \_\_\_\_\_

Total: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
Print Name

If *Summons* is served by licensed private detective or private detective agency:

License Number: \_\_\_\_\_