

## AFFIDAVIT OF SERVICE OF A DEMAND OR NOTICE

### Instructions ▼

In 1, enter your name and the date you served the occupants.

In 2, check the box that states how you delivered the *Demand* or *Notice*. Do not use the method in **d** unless the property is vacant.

The person who served the *Notice* or *Demand* should complete this *Affidavit*. Attach the completed *Affidavit* to the *Eviction Complaint* and bring a copy to court on the date of the first hearing

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.

Enter your current address and telephone number.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

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

1. I, \_\_\_\_\_, served the attached *Demand* or *Notice*  
*Name of person who served the Demand or Notice*  
on \_\_\_\_\_.  
*Date*
2. I serve the *Demand* or *Notice* by:
  - a. ☐ Delivering a copy to a tenant or occupant named on the *Demand* or *Notice*.  
This person's name is \_\_\_\_\_.  
*Name*
  - b. ☐ Leaving a copy with a person who is at least 13 years old and is an occupant who is not named in the *Demand* or *Notice*.  
This person's name is \_\_\_\_\_.  
*Name*
  - c. ☐ Sending a copy by certified/registered mail, with return receipt from the addressee (*USPS green card is attached*).
  - d. ☐ Posting a copy on the property because no one is in actual possession of the property.

**I certify that everything in the *Affidavit of Service of a Demand or Notice* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

Is/

*Your Signature*

*Street Address*

*Print Your Name*

*City, State, Zip*

*Telephone*

*Email*

*Attorney # (if any)*

**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.