

In 2, enter your contact information.

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

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 Case* at illinoiscourts.gov/documents-and-forms/approved-forms. You can also call or text Illinois Court Help at 833-411-1121.

STOP!

The Circuit Clerk will fill in this section.

STOP!

The officer or process server will fill in the Date of Service.

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.

Seal of Court

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/ 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.
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/.

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

****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:

Signature by: ☐ Sheriff
☐ Sheriff outside Illinois:

 County and State
☐ Special process server
☐ Licensed private detective

FEES

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

Print Name

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

License Number: _____