



# MOTION TO APPROVE PROCESS SERVER WHO IS NOT LICENSED

IN THE STATE OF ILLINOIS, CIRCUIT COURT

**COUNTY:** \_\_\_\_\_  
*County Where You Are Filing the Case*

*Enter the case information as it appears on your other court documents.*

**PLAINTIFF/PETITIONER OR IN RE:** \_\_\_\_\_  
*Who started the case. First, Middle, and Last Name, or Business Name*

**DEFENDANTS/RESPONDENTS:** \_\_\_\_\_  
*Who the case was filed against.*  
\_\_\_\_\_  
*First, Middle, and Last Name, or Business Name*

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

Only use this form if you are asking the judge for permission to use a private process server who is **not licensed**. You do not need the judge's permission to use the sheriff or a licensed private process server to serve your documents ([735 ILCS 5/2-202](#)).

## 1. REQUEST TO USE A PROCESS SERVER WHO IS NOT LICENSED

I am asking the court to approve the person listed below, who is over age 18, not a party to this case, and not a licensed private detective or registered employee of a licensed private detective agency:

\_\_\_\_\_  
*Name of Person*

\_\_\_\_\_  
*Street, Apt. #*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

to serve the *Summons* and Complaint/Petition in this case on these defendants/respondents:

\_\_\_\_\_  
*Names of defendants/respondents*

## 2. ADDITIONAL INFORMATION

*Explain why you are asking to use a private process server who is not licensed (for example, the sheriff tried but was not able to serve the defendant/respondent).*

I want to use a private process server who is not licensed because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Under [735 ILCS 5/1-109](#), my signature means that:

- If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ \_\_\_\_\_ Print Name \_\_\_\_\_

☐ I am completing this form for myself

Phone Number \_\_\_\_\_ Email (if you have one) \_\_\_\_\_

Address \_\_\_\_\_

*Street, Apt. #*
*City*
*State*
*Zip Code*

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

☐ I am a lawyer completing this form on behalf of a client (Client name):

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email

Address \_\_\_\_\_

Street, Apt. #	City	State	Zip Code
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*This tells the judge how and when you will send your documents under Rule [11](#), to the other people in the case who have already been served. If a person in the case has a lawyer, you must send your documents to their lawyer. File this form with the Circuit Clerk, but do not list the Clerk below as a person you are sending your documents to.*

**A. I am sending this *Proof of Delivery* and the following court documents:**

Name of Documents

**To:** \_\_\_\_\_  
Full Name or Law Firm Name

**B. I am sending the documents:**

☐ By **email** to this email address: \_\_\_\_\_

☐ Through an approved **e-filing website (EFSP)** to this email address:



You **must** send documents electronically (by email or through an EFSP) if you and the person you are sending documents to have an email address. If you or the person you are sending to do not have an email address, or if you have permission from the judge, you may send documents using the options below.

☐ I am sending the documents to this address:

Street, Apt. #	City	State	Zip Code
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By (check all that apply):

☐ Personal hand delivery.

*You can only deliver to the person, person's family member over 13 at person's residence, person's lawyer, or the lawyer's office.*

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

☐ Mail or third-party carrier (FedEx, UPS, etc.) to the address listed above, with postage or delivery prepaid.

Location of mailbox or third-party carrier: \_\_\_\_\_

Address or Intersection

City

State

☐ Mail from a prison or jail: \_\_\_\_\_

Name and Address of Prison or Jail

C. The documents will be sent on: Date: \_\_\_\_\_

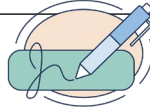
Month, Day, Year

Time: \_\_\_\_\_

Include AM or PM

☐ I am sending the document to more than 1 person and have completed an additional *Proof of Delivery* form.

## SIGN



Under [735 ILCS 5/1-109](#), my signature means 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.

If you are filling out this form online, sign your name by typing it. If you are filling out this form by hand, sign and print your name.

Signature /s/ \_\_\_\_\_ Print Name \_\_\_\_\_

☐ I am completing this form for myself

Phone Number \_\_\_\_\_ Email (if you have one) \_\_\_\_\_

Address \_\_\_\_\_

Street, Apt. #

City

State

Zip Code

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

☐ I am a lawyer completing this form on behalf of a client (Client name): \_\_\_\_\_

Lawyer Name \_\_\_\_\_ Attorney Number \_\_\_\_\_

Lawyer Phone Number \_\_\_\_\_ Law Firm \_\_\_\_\_

Lawyer Email \_\_\_\_\_

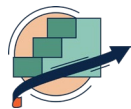
Address \_\_\_\_\_

Street, Apt. #

City

State

Zip Code



## WHAT'S NEXT

### NEXT STEP FOR PERSON FILLING OUT THIS FORM:

After you fill out your forms, file them with the Circuit Clerk's office in the county where your case is taking place. Then, send your forms to the other people in the case. Find your Circuit Clerk: [ilcourts.info/clerks](http://ilcourts.info/clerks).

When you file your *Motion*, ask the Circuit Clerk if you need to schedule a court date or if one will be scheduled automatically. In some counties, you may get the court date when you e-file. Include that court date in your *Notice of Court Date for Motion*.



Learn more about each step in the process and how to file in our Instructions:

[ilcourts.info/how-to-motion-ps](http://ilcourts.info/how-to-motion-ps).

### NEXT STEP FOR PERSON RECEIVING THIS DOCUMENT:

For more information about going to court including how to fill out and file forms, call or text **Illinois Court Help** at 833-411-1121 or go to [ilcourthelp.gov](http://ilcourthelp.gov). If there are any words or terms that you do not understand, please visit **Illinois Legal Aid Online** at [ilao.info/glossary](http://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](http://ilao.info/lshc-directory).