

Letter to the Sheriff

(SERVING A NOTICE AND FORMS)

Instructions to User

1. Complete this letter. If there is more than one parent or non-parent with physical custody and they do not all live in the same county, you will need to complete this letter for each sheriff that you will be asking to notify with a *Request for Name Change (Minor Children)* and all other necessary documents.
2. With each *Letter to the Sheriff*, attach:
 - Copies of the *Summons* and copy of your forms for each of the other parties in your case that live in that county,
 - Payment or *Order for Waiver of Court Fees*, and
 - A self-addressed and stamped envelope for the sheriff to mail the *Proof of Service of Summons and Complaint/Petition* to you.
3. Send your *Letter* and the documents listed above to the sheriff's office in the county and state where the other party lives.

Date: _____

Sheriff of _____ County State of _____

Address of Sheriff: _____

Dear Sheriff:

Re: *Request for Name Change (Minor Children)*

I am enclosing the *Request for Name Change (Minor Children)* and all other necessary documents

to be served on: _____
Name of person to notify

Street, Apt # City State Zip

Fill in if there is more than 1 other person to notify

to be served on: _____
Name of other person to notify

Street, Apt # City State Zip

Fill in if there is more than 2 other parties:

to be served on: _____
Name of other person to notify

Street, Apt # City State Zip

Check the box that applies:

- ☐ I have enclosed an Order for Waiver of Court Fees entered by the Court in _____ County, Illinois, which waives the cost of service;
- ☐ I have enclosed the cost of service \$_____.

Once you have served the enclosed documents, please complete the *Proof of Service of Summons* and *Complaint/Petition* 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 Current Name _____

Your Address _____
Street, Apt. #, City State Zip Code

Your Phone Number _____ Your Email _____