

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY		SUMMONS PROTECTIVE ORDERS	<i>For Court Use Only</i>
Instructions	<hr/> Petitioner (First, middle, last name) V. <hr/> Respondent (First, middle, last name) <input type="checkbox"/> Alias Summons (Check this box if this is not the 1 st Summons issued for this Respondent.)		<hr/> Case Number
Enter above the county name where the case was filed.			
Enter your name as Petitioner.			
Enter the name of the person you are suing as Respondent.			
Enter the Case Number given by the Circuit Clerk.			

IMPORTANT: A case has been filed against you.

- Read all documents attached to this *Summons*.
- You **MUST** file an official document with the court within the time stated on this *Summons* called an *Appearance* and a document called an *Answer/Response*. If you do not file an *Appearance* and *Answer/Response* 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. 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. 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 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 illinoislegalaid.org.
- ¿Necesita ayuda? Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite ilcourthelp.gov para obtener información sobre los casos de la corte y cómo completar y presentar formularios.

In **1**, enter the name of the person you are seeking protection from and their contact information.

1. Respondent’s address and service information

a. Respondent’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 Respondent might be found, list that here:

Name (First, Middle, Last): _____
Street Address, Unit #: _____
City, State, ZIP: _____
Telephone: _____ Email: _____

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

In 1c, check how you are sending your documents to Respondent.

In 2, check the box that describes the type of case you started against the Respondent.

c. Method of service on Respondent:

☐ Sheriff

☐ Sheriff outside Illinois:

County & State _____

☐ Special process server

☐ Licensed private detective

2. Petitioner has filed against you for the following

☐ Order of Protection

☐ Stalking No Contact Order

☐ Civil No Contact Order

☐ Other _____

Respondent:

- You are required to file an answer or otherwise appear within 7 days of service of this *Summons*.
- Appearance and Answer/Response forms can be found at: ilcourts.info/forms
- If you fail to appear on the hearing date or on any subsequent hearing date agreed to by the parties or set by the court, a plenary (*final*) order of protection may be entered by default for any of the remedies sought in the petition.

In 3, fill in the date, time, and location of your next court date. Also fill in the clerk's phone number and website. All of this information is available from the Circuit Clerk. Find their phone number at ilcourts.info/CircuitClerks.

3. Instructions for person receiving this form (Respondent)

☐ Go to court on the date in the attached *Order*.

☐ Go to court on: _____ at: _____ ☐ a.m. ☐ p.m. in _____
Date Time Courtroom

Courthouse Address

City

State

ZIP

You may be able to attend this court date by phone or video conference. This is called a "Remote Appearance."

Call the Circuit Clerk at: _____ or visit their website

Circuit Clerk's phone number

at: _____ to find out more about how to do this.

Website

4. Contact information for Petitioner

☐ This is Petitioner's information and address; OR

☐ The Petitioner's address is protected. The address below is a place where notices can be sent.

Name (*First, Middle, Last*): _____

Street Address, Apt #: _____

City, State, ZIP: _____

Telephone and email: _____

Date Issued: _____

Seal of Court

STOP!

The Circuit Clerk will fill in this section.

Clerk of the Court: _____

STOP!

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

Date of Service: _____

(Date to be entered by an officer or process server on the copy of this *Summons* left with the Respondent or other person.)

Petitioner:

To serve this *Summons*, ask the Sheriff to deliver it to Respondent. Ask the Circuit Clerk how to give the *Summons* to the Sheriff.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	PROOF OF SERVICE FOR PROTECTIVE ORDERS	<i>For Court Use Only</i>
Instructions Enter above the county name where the case was filed. Enter your name as Petitioner. Enter the name of the person you are suing as Respondent. Enter the Case Number given by the Circuit Clerk.	_____ Petitioner (<i>First, middle, last name</i>) v. _____ Respondent (<i>First, middle, last name</i>) <input type="checkbox"/> Alias Summons (<i>Check this box if this is not the 1st Summons issued for this Respondent.</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

☐ **that I served the Summons, Petition, and Orders issued in this case on the Respondent**

as follows:

First, Middle, Last

☐ **Personally on the Respondent:**

☐ Male ☐ Female ☐ Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.

Address, Unit #: _____

City, State, ZIP: _____

☐ **On someone else at the Respondent's home who is at least 13 years old and is a family member or lives there:**

On this _____ at this time: _____ ☐ a.m. ☐ p.m.

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 Respondent in a postage-paid, sealed envelope to the above address on _____, 20 _____.

☐ I was not able to serve the **Summons, Petition, or any Order** on Respondent:

First, Middle, Last

I made the following attempts to serve the *Summons, Petition, and any Order* issued in this case on the

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

Address: _____

City, State, ZIP: _____

Other information about service attempt: _____

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

Address: _____

City, State, ZIP: _____

Other information about service attempt: _____

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

Address: _____

City, State, ZIP: _____

Other information about service attempt: _____

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

If you are a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service for Protective Orders* 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

Print Name

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

License Number: _____

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.