

**LETTER TO THE SHERIFF  
(SERVING A SUMMONS AND FORMS)**

**Instructions to User**

1. Complete this letter. If there is more than one defendant/respondent 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 serve a *Summons*.
2. With this letter, include the *Summons* and a 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 Affidavit of Service 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: 02/23/22

Sheriff of Montgomery County State of Illinois

Address of Sheriff 140 N Main St, Hillsboro, IL 62049

Dear Sheriff:

Re: Spencer Renfro v. Stevie Tallman Case Number: 2021SC167  
*Plaintiff/Petitioner* *Defendant/Respondent*

I am enclosing the *Summons*:

to be served on: Stevie Tallman  
*Name of Other Party*

960 Rountree Street Hillsboro Illinois 62049  
*Street, Apt # City State Zip*

to be served on: \_\_\_\_\_ *(fill in only if there is more than 1 other party)*  
*Name of Other Party*

Street, Apt # City State Zip

to be served on: \_\_\_\_\_ *(fill in only if there are more than 2 other parties)*  
*Name of Other Party*

Street, Apt # City State Zip