

STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
COUNTY OF BOONE

CC-45

FILE STAMP

vs.

Case No. _____

SUMMONS
(30 Day)

To each defendant:

YOU ARE SUMMONED and required to file an answer to the complaint in this case, a copy of which is attached, or otherwise file your appearance in the Office of the Clerk of this Court in the Boone County Courthouse, 601 N. Main Street, Belvidere, IL 61008 within 30 days after service of this summons, not counting the day of service. **IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.**

This case is set for a Case Management Conference in courtroom _____ on _____ at _____ AM/PM. FAILURE TO APPEAR MAY RESULT IN THE CASE BEING DISMISSED OR AN ORDER OF DEFAULT BEING ENTERED.

To the Officer:

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed. This summons may not be served later than 30 days after its issuance.

Witness _____, 20 _____

(Seal of Court)

Clerk of the Circuit Court

By _____ Deputy

(Plaintiff's attorney or Plaintiff if not represented by an attorney)

Name _____

Attorney for _____

Address _____

City/State/Zip _____

Telephone _____

E-Mail _____

Date of Service _____, 20 _____
(To be inserted by office on copy left with the employer or other persons)

SHERIFF'S FEES

Service and return \$ _____
 Miles \$ _____
 Total \$ _____

Sheriff of _____ County

I certify that I served this summons on defendants as follows:

(a) – (Individual defendants – personal):

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant.)

(b) – (Individual defendants – abode):

By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents of the summons. (The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person.)

and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows:

Name of defendant	Mailing Address	Date of Mailing
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(c) – (Corporation defendants):

By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows:

Defendant corporation	Registered agent, officer or agent	Date of service
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(d) – (Other service):