

**Caroline McCarty**  
Coding the Law – Fall 2023  
Final Project – Project Biography  
Document Assembly Line Project  
Citation to Discover Assets to Debtor (Illinois)

## INTRODUCTION

*In my household, I am the troubleshooter. Issues with an electronic anesthesia record? Caroline will figure it out. Can't get a computer or phone to work? Mommy will fix it. Need to set up Halo, the portable wireless dog fence? Sign me up. I thought coding would be something really up my alley, but I quickly found out a couple weeks into the semester of Coding the Law that I was not born to code. While I was excited about developing a program for this final project, I was doubtful about my ability to do so. I recalled doing the "Hello World!" exercise in tandem with Professor Colarusso's YouTube video and thinking it was really useful and nifty, yet the idea of creating my own project idea was very daunting. Thus, I thought it would be best to automate a form as part of the Document Assembly Line Project. It has been a humbling, fun, and patience-testing project to work on!*

### 1. Framing

Professor Colarusso connected me with Matthew Newsted, the Associate Director of Legal Tech at Illinois Legal Aid Online (ILAO) on October 22, 2023 via email. Matt and I had our first meeting via Zoom on October 27, 2023, where he explained that over 100,000 people visit ILAO's website every month from 5:00pm to 9:00pm, which as we all know are outside of normal legal practice operating hours. One of ILAO's objectives is to simplify processes so they are easy to understand and navigate, particularly for those that cannot afford an attorney. We determined that I would work on creating a guided interview for the **Citation to Discover Assets to Debtor**, a 6-page set of documents among the Post Judgment Collection forms used in Illinois courts. This form is completed by those that have won a judgment, but have not been paid yet and are looking to see what assets the debtor defendant has so they can receive what has been awarded to them. For those that have very limited legal knowledge and do not have access to an attorney, the task of completing a six-page document can seem overwhelming, especially for people who may have difficulty writing, understanding, and/or reading English.

### 2. Research

Prior to my initial meeting with Matt, I skimmed through the Post Judgment Collection forms on the Illinois Courts website. I thought the website was great in providing instructions and links in a very user-friendly manner. Although I could see that people can download, print, and complete the forms by hand, I immediately noted that some of the forms already had guided interviews in place to aid in preparing the forms. I was curious if I would be working on a form that did not have a guided interview established. I happened to scroll through the guided interview for **Citation to Discover Assets to Debtor** which I thought served its function great, prior to knowing I would be assigned that specific form for my Docassemble final project. I reviewed other forms on the site to familiarize myself with the different forms. Additionally, the guided interview link leads directly to ILAO's website, so it was a great segue to learn more about ILAO and better understand its mission.

### **3. Ideation & Prototyping**

There was no consideration in what platform I would be using since I was specifically taking part in the Document Assembly Line Project and thus, I was limited to using Docassemble. However, the current platform ILAO uses for its guided interviews for Post Judgment Collection forms is Law Help Interactive. Although I did not ask Matt why ILAO was transitioning from Law Help Interactive to Docassemble, it is evident that ILAO currently has another technical solution in place, but feels Docassemble would be better suited to aid in automating the forms.

### **4. User Testing**

I have to say, I was an extremely patient tester throughout this project. I think my continuous endeavor to fix/modify/delete/add code was the true definition of “trial and error”. Initially, I had significant difficulty in figuring out why specific responses were not showing up in the corresponding field on the form, but once I established an understanding of what I needed to do to correct the issue, the remaining tasks were fun (i.e. formatting, using different Docassemble functions to provide additional information to the user, etc.).

My first tester other than myself was Matt, my partner.

Additionally, I enlisted the help of the following people to be testers:

- David Chun (brother, 41 years old, physician)
- Jennifer Custard (sister, 46 years old, interior designer)
- Patrick McCarty (husband, 46 years old, dentist anesthesiologist)
- Lila McCarty (daughter, 12 years old, tween middle schooler)

All testers listed above were provided with a brief explanation of the form, and instructions to use the information provided to them in the email (e.g. debtor/defendant name, court date, in-person, etc.). They were asked to use their own personal information for themselves, as if they were the plaintiff seeking the discovery (see [Attachment A – User Testing Instructions](#)).

*(Note: I had hoped to have my mother, a 74 year-old whose first language is Korean, be a tester, but she has been under the weather for the last week and I did not want to bother her with my work to allow her to rest.)*

### **5. Refinement**

As stated above, my own automation was the first round of testing. I changed one thing at a time, from something as simple as formatting text in bold, to something more complicated like using the “show if” logic. I was so proud of myself when I figured out that \*\*\*text\*\*\* would italicize AND bold text.

When I felt like I had a product that was close to being the final version, Matt provided the second round of testing and he had great feedback (see [Attachment B – Partner Feedback](#)). His suggestion to break up the id: County block into smaller blocks by topic was something I

had thought of but did not get around to doing. After breaking up the blocks and running the code, the flow of the interview was much better. I was able to figure out how to remove the redundant “What is your contact information” block, as it was a preset interview question that was not in my added code. Lastly, I really appreciated his advice and help in removing the extra “\$” symbol in the **Judgment Amount** and **Owed Amount** fields on the form. It was irking me to see “\$\$” on the completed form, but nothing I tried worked to eliminate the added symbol.

Once I made the suggested edits and modifications, David, Jennifer, Patrick, and Lila (listed in Item 4), were the final testers of my Docassemble project. As added tasks after they completed the guided interview and downloaded their response-filled forms, each of them were asked to forward their completed form to me (see **Attachment C, Attachment D, Attachment E, and Attachment F**) and complete an online survey to provide feedback. The link to the online survey is: <https://freeonlinesurveys.com/s/p4gNcdoH>.

I am happy to say that everyone was able to complete the guided interview, would recommend it to a family member/friend/colleague if they needed to complete the form, found it to be easy to navigate, easy to understand, made the task of filling out a form easier, and saved time, stated that the downloaded forms represented their responses accurately, and would utilize the program if they needed to complete the form in the future. My brother, who was the only one to provide a personal comment on the survey, stated, “Great guide. Easy to use.” (see **Attachment G – Survey Results**).

Lastly, I asked David and Jennifer (my siblings) if they thought our mother would be able to complete the program on her own. They both agreed that while she would be able to complete it, it would take her several hours, as she is really not tech-savvy and would be hindered by clicking various buttons.

## 6. Intro Pitch

Completed in class. See **Where's the Money Intro Pitch** slide deck at the end of the document.

## 7. Complexity/R robustness

The first program I used was the Documate PDF Editor in order to rename the fields on the **Citation to Discover Assets to Debtor** forms. I then used ALWeaver to automate a draft of the guided interview. Finally, the expert system I used to finalize the guided interview was Docassemble. The “recipes” provided in Docassemble to code different functions according to my guided interview needs were easy to use overall.

## 8. Impact & Efficiencies

I have no doubt that this form saves time for the average person to complete a six-page document. While the majority of the fields that the plaintiff needs to complete are on the first three pages of the forms, there are still multiple fields that require the same information. For example, there are seven fields that need to have the case number filled in. An Illinois case number can have anywhere between 12 to 14 alphanumeric characters. If you think about writing a 12-14 character case number seven times, that alone would take a significant time.

The guided interview asks for the case number once, and then populates it into all seven fields at once. Other repeated fields on the forms include county, plaintiff, and defendant. The ***Citation to Discover Assets to Debtor*** consists of about 30 mandatory fields, 22 of which are different from others. This alone represents a significant decrease of almost 30% in time spent completing the form just from not having to rewrite the same information over and over in multiple fields. This decrease in time spent would be even more noticeable if you take into account that many people type faster than they write, and many people spend ample time to make sure they write their response in the correct respective field of the form.

## 9. Fit/Completeness

The Docassemble guided interview works! The responses land in the correct corresponding fields on the form, allowing the user to download and print the form in preparation to filing it with the Illinois court. Not including Matt who I did not ask to complete the survey, 75% (3 out of 4) of my test users stated that the program made the task of filling out the form easier and 50% (2 out of 4) stated the program saved them time.

## 10. Documentation

I put in a lot of effort to make the Docassemble program I created for ***Citation to Discover Assets to Debtor*** clear, easy to use, and easy to navigate for a typical user. I added buttons to allow users to receive explanations to potential questions that they might have as they go through the interview. I began considering the language I used in the interview by parsing out the language already used in the current guided interview ILAO provides. While much of the language used in ILAO's current ***Law Help Interactive*** version is simple and easy to understand, I eliminated some things which I felt were not helpful, and changed the language in other areas to be more focused. Instead of sentences, I used no more than a few words to describe what information was needed.

## 11. Real World Viability

I do think that my Docassemble program could be readily used as-is. The forms that are produced from the user responses are easily printable, allowing the user to sign, then mail/file the form right away. I feel comfortable sharing the final version with Matt to allow him and his team to have an example of how Docassemble could benefit people seeking to discover their debtors' assets in Illinois.

## 12. Sustainability

Matt has asked that I provide him with my final version of the program. In his partner letter to me (see [Attachment H – Partner Email](#)), he wrote, "ILAO has plans to automate this form in Docassemble at some point. Your project gives us ideas about how we would build the program according to our organization's style." Although I do not know how much interaction I will have with Matt or ILAO in the future, but I would welcome another opportunity to automate another document in the future by helping the Document Assembly Line Project.

## ATTACHMENT A - USER TESTING INSTRUCTIONS



Caroline McCarty <caroline.y.chun@gmail.com>

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### Project testing

6 messages

**Caroline Chun-McCarty** <caroline.y.chun@gmail.com>

Thu, Dec 14, 2023 at 4:29 PM

To: David Chun <david.c.chun@gmail.com>, Jennifer Custard <jennifer.y.custard@gmail.com>

Hi guys!!

Thank you for agreeing to be a test user for my project. You will answer questions via a guided interview so that your responses will automatically be placed in the appropriate fields on a court form that you can download once you are done with the program. This form is called **Citation to Discover Assets to Debtor** that Illinois courts use - basically a form for those that won a judgment, but have not been paid yet and are looking to see what assets the debtor defendant has so they can get their money.

Click on the following link to access the program:

[https://apps-dev.suffolklitlab.org/interview?i=docassemble.playground401:Citation\\_discover\\_assets\\_debtor\\_after\\_documate.yml#page1](https://apps-dev.suffolklitlab.org/interview?i=docassemble.playground401:Citation_discover_assets_debtor_after_documate.yml#page1)

I am providing information you will need for the program since you guys aren't actual plaintiffs.

- Use your own name and info when it's asking for your info.
- County where case was filed: **Putnam**
- Case number: **123456**
- Debtor/Defendant Full Name: **Deadbeat Defendant**
- Debtor/Defendant Street Address: **1 Owe Money Lane**
- Debtor/Defendant City, State, Zip: **Broke, IL 99999**
- Court date: **01/31/2024**
- Court time: **9:00AM**
- In-Person: **YES**
- Courtroom number: **7**
- Court street address: **2 Judgment Street**
- Court City, State, Zip: **Justice, IL 00000**
- By phone or video: **NO**
- Circuit Clerk's phone number: **(999)999-9999**
- Date of Judgment: **10/10/2020**
- Total Judgment Amount: **\$25,000**
- Owed Amount: **\$20,000**

After you complete it, click **VIEW** next to "Citation Discover Assets Debtor" so you can see the resulting form with your responses in the (hopefully) respective fields.

And finally, can you complete the survey in the link below:

<https://freeonlinesurveys.com/s/p4gNcd0H>

Thank you both!!!  
Love you,  
Caroline

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**David Chun** <david.c.chun@gmail.com>  
To: Caroline Chun <caroline.y.chun@gmail.com>

Thu, Dec 14, 2023 at 4:41 PM

[Quoted text hidden]

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David C. Chun, MD, MA  
Mobile **914.602.3162**  
[david.c.chun@gmail.com](mailto:david.c.chun@gmail.com)  
[dchun@northwell.edu](mailto:dchun@northwell.edu)

 [Citation\\_discover\\_assets\\_debtor\\_after\\_documate.pdf](#)  
755K

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**Jennifer Custard** <jennifer.y.custard@gmail.com>  
To: Caroline Chun-McCarty <caroline.y.chun@gmail.com>  
Cc: David Chun <david.c.chun@gmail.com>

Thu, Dec 14, 2023 at 4:41 PM

All set on form and survey. Attached is my completed form!

[Quoted text hidden]

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 [Citation\\_discover\\_assets\\_debtor\\_after\\_documate.pdf](#)  
755K

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**Caroline Chun-McCarty** <caroline.y.chun@gmail.com>  
To: mccartyfamilyof3@gmail.com

Thu, Dec 14, 2023 at 8:06 PM

----- Forwarded message -----

From: **Caroline Chun-McCarty** <caroline.y.chun@gmail.com>  
Date: Thu, Dec 14, 2023 at 4:29 PM  
Subject: Project testing  
To: David Chun <david.c.chun@gmail.com>, Jennifer Custard <jennifer.y.custard@gmail.com>

[Quoted text hidden]

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**Caroline Chun-McCarty** <caroline.y.chun@gmail.com>  
To: "Dr. Patrick D. McCarty" <mccarty.dental.anesthesia@gmail.com>

Thu, Dec 14, 2023 at 8:06 PM

----- Forwarded message -----

From: **Caroline Chun-McCarty** <caroline.y.chun@gmail.com>  
Date: Thu, Dec 14, 2023 at 4:29 PM  
Subject: Project testing  
To: David Chun <david.c.chun@gmail.com>, Jennifer Custard <jennifer.y.custard@gmail.com>

[Quoted text hidden]

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**Caroline Chun-McCarty** <caroline.y.chun@gmail.com>  
To: Jennifer Custard <jennifer.y.custard@gmail.com>  
Cc: David Chun <david.c.chun@gmail.com>

Thu, Dec 14, 2023 at 8:22 PM

Thank you guys!! LOVE YOU!!

[Quoted text hidden]

## ATTACHMENT B - Partner Feedback

Re: [EXTERNAL] Re: OLAO - Student Project Intro

Matthew Newsted <mnewsted@illinoislegalaid.org>

Wed 12/13/2023 3:11 PM

To:Caroline McCarty <cmccarty3@su.suffolk.edu>

Hi Caroline,

I reviewed the most recently attached package. You successfully created a program to make forms. Congratulations!

Here are a few things you might want to consider.

Nice introduction and explanation.

Good use of help, incorporating ILAO's article on how long a judgment lasts.

id: County - I would break this into smaller questions, grouped by topic. You also can group the questions so they have a logical, thematic flow.

For example:

### questions about the parties

What is the debtor/defendant's name?

What is [debtor/defendant name]'s address?

Your (plaintiff)'s name?

Your address, contact info

### questions about the court case

What county is the case in?

Judgment amount, owed amount?

Other docs the defendant should bring to court

Do you have a court hearing scheduled? When is the court hearing?

Is it in person or remote?

Good use of the "show if" logic that reveals follow-up hearing details based on the hearing type. You might want to combine the in person & by phone/video questions so the user has to pick one. Those details need to go onto the form. However, the user might not know it now, so you can make them required: False and explain that if the user doesn't have this now, they can add it to the forms later.

The interview asks "What is your contact information?" question. At the top you can see that the variable triggering it is users[0].email. Since you already asked for email, you can either 1) change your question to use users[0].email instead of user\_email, or 2) you could find where the program (maybe on the form?) is requiring users[0].email and change that to user\_email.

There were a few formatting issues on the form. The amounts have an extra dollar sign. You might want to look into using a different function to display those amounts. For example, you could rewrite the entry in the attachment block (replacing the field & variable): -

```
"your_pdf_field_name_for_judgment_amount": ${ thousands(your_judgment_amount_variable, show_decimals=True) }
```

I hope this is helpful. Please let me know if you have any questions.

Matt Newsted (he/him/his) | Associate Director of Legal Tech | [Illinois Legal Aid Online](#)  
120 S LaSalle St, Suite 900 | Chicago, IL 60603 | [312.977.9047 ext 127](tel:312.977.9047)

We open opportunities for justice. [Support](#) ILAO's year-end campaign. See our collective impact in our [Annual Report](#).

On Wed, Dec 13, 2023 at 11:31AM Caroline McCarty <[cmccarty3@su.suffolk.edu](mailto:cmccarty3@su.suffolk.edu)> wrote:  
Hi Matt,

No rush, but please disregard the zip I sent this morning, as I added to it and have attached the updated version.

Thanks again!  
Caroline

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**From:** Caroline McCarty <[cmccarty3@su.suffolk.edu](mailto:cmccarty3@su.suffolk.edu)>  
**Sent:** Wednesday, December 13, 2023 8:21 AM  
**To:** Matt Newsted (he/him) <[mnewsted@illinoislegalaid.org](mailto:mnewsted@illinoislegalaid.org)>  
**Subject:** Re: [EXTERNAL] Re: OLAO - Student Project Intro

Working in front of the fireplace as I type! This afternoon is completely fine as I will continue to plug away at fine(r) tuning. I appreciate your willingness to review it.

Thank you!  
Caroline

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**From:** Matthew Newsted <[mnewsted@illinoislegalaid.org](mailto:mnewsted@illinoislegalaid.org)>  
**Sent:** Wednesday, December 13, 2023 8:05 AM  
**To:** Caroline McCarty <[cmccarty3@su.suffolk.edu](mailto:cmccarty3@su.suffolk.edu)>  
**Subject:** Re: [EXTERNAL] Re: OLAO - Student Project Intro

# ATTACHMENT C

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  Putnam <u>COUNTY</u>	<b>CITATION TO DISCOVER ASSETS TO DEBTOR</b>	<i>For Court Use Only</i>
<b>Instructions ▾</b> Directly above, enter the name of the county where the case was filed. Enter the name of the plaintiff. Enter the name of the defendant. Enter the case number.		David Chun <u>Plaintiff (First, middle, last name)</u>  v. <u>Deadbeat Defendant</u> <u>Defendant (First, middle, last name)</u>
		<u>123456</u> <u>Case Number</u>

In **1**, if the debtor is a person, enter the address where the debtor can be served. If the debtor is a business, enter the name of the registered agent, and the address for service. The registered agent can be found on the Illinois Secretary of State's website.

**1. Name and address of debtor:**

Deadbeat Defendant

Debtor's name

1 Owe Money Lane

Street, Apt #

Broke, IL 99999

City

State

ZIP

In **2**, you will need to find out whether court will be in person, or by phone or video. Contact the Circuit Clerk by phone, or visit their website. Once you have this information, check **2a** or **2b**.

Fill out court date and time, and then:

If you check **2a**, fill out the address of the court building where the Debtor will attend in person.

If you check **2b**, fill out:

- the phone number for the Circuit Clerk's office.
- the instructions for how to appear by phone or video.

**2. You must attend court on** 01/31/2024 **at** 09:00  **a.m.**  **p.m.**

a. In person

in courtroom 7

The address of the court is: 2 Judgement Street  
Street

Justice, IL 00000

City

State

ZIP

OR

b. By phone or video

**Information and instructions for how you must attend by phone or video:**

**Attending by phone or video is also called a "Remote Appearance." For more information, call the Circuit Clerk at: (999)999-9999**

Local Circuit Clerk's phone number

**or visit their website to find out how to do this.**

- If you do not attend the court date listed above in section 2, the judge may issue a rule to show cause which will require you to attend court.
- On the rule to show cause court date, you will have to explain why you did not attend court on the citation court date, and why you should not be found in contempt of court.
- If you do not attend the rule to show cause court date, the judge may find you in contempt, and you may be arrested and jailed.

**Notice to Debtor**

- In 4a,** enter the date of the judgment. If the judgment has been revived (renewed), enter that date.
- In 4b,** enter the amount of the judgment.
- In 4c,** enter how much money is still owed to you. You can include the judgment amount, your court costs (like filing fees, service fees, sheriff's fee, etc.), and post judgment interest of 9% per year. Subtract any payments made by the debtor.
- In 5,** enter any other document that the debtor should bring to court showing their income, property, or belongings.
- Equity interest** is the money you would get if you sold your property and paid off any outstanding loans.
3. At your **Citation** hearing, you will be asked about your property and income. You will be sworn to tell the truth.
  4. **Information about what you owe:**
    - a. A judgment was entered or renewed against you on 10/10/2020  
*Date*
    - b. The amount of the judgment is \$ nan.
    - c. The current amount that remains to be paid, including the creditor's court costs and post judgment interest, minus any payments you have made, is \$ nan plus court costs of this proceeding.
  5. **You are ordered to bring these documents at the court date:**
    - Federal and state income taxes for the last 2 years;
    - Recent pay stubs or proof of income;
    - Bank records;
    - Title to motor vehicles;
    - Deed to any property you own; AND
    - Insurance policies.
    - Other: \_\_\_\_\_
  6. **At the court date, you have the right to claim certain protections (exemptions).** If you claim an exemption, the income or property covered by that exemption cannot be taken to pay the judgment. Here are some exemptions you may be able to claim:
    1. Money or belongings up to \$4,000 ("wildcard exemption");
    2. Social Security and Supplemental Security Income (SSI) benefits;
    3. Public assistance benefits;
    4. Child support;
    5. Unemployment compensation benefits;
    6. Workers' compensation benefits;
    7. Veterans' benefits;
    8. Circuit breaker property tax relief benefits;
    9. Your equity interest, up to \$2,400, in any one motor vehicle;
    10. Your equity interest, up to \$1,500, in any professional books, or tools of your trade;
    11. Pension and retirement benefits and refunds; AND
    12. Your equity interest, up to \$15,000, in the house you live in.
  7. **There are specific exemptions for wages.** Under Illinois law, the amount of wages that may be taken to pay a judgment is limited to the lower of: 1) 15% of your gross wages, or 2) the amount by which your weekly wages, after deductions for taxes and other allowed deductions, is greater than 45 times the minimum wage. Federal law allows the lesser of: 1) 25% of disposable wages; or 2) the amount by which disposable earnings for a week is greater than 30 times the federal minimum wage. **Illinois minimum wage will increase between January 1, 2020 and January 1, 2025. See the Exempt Wages Table on the last page of this form to determine what wages are exempt based on the current minimum wage.**

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.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

I certify that everything in the **Citation to Discover Assets to Debtor** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/  
Your Signature

David Chun  
Print Your Name

davecchun@gmail.com  
Email

9 Brothers Court  
Street Address

Dix Hills, NY 11746  
City, State, ZIP

(914)602-3162  
Telephone

Attorney # (if any)

**STOP!**

The Circuit Clerk will fill in this section.

**Witness this Date:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  Putnam <b>COUNTY</b>	<b>INCOME AND PROPERTY STATEMENT (TO BE FILLED OUT BY DEBTOR)</b>	<i>For Court Use Only</i>	
<b>Instructions ▾</b> <b>To creditor:</b> Fill out this section in the same way you did on page 1. <b>To debtor:</b> fill out pages 4-6 and sign below.		David Chun <i>Plaintiff (First, middle, last name)</i> v. Deadbeat Defendant <i>Defendant (First, middle, last name)</i>	
		123456 <i>Case Number</i>	
<p><b>Notice to Debtor:</b></p> <ol style="list-style-type: none"> <li>1. Fill out this form and bring it with you to court; AND</li> <li>2. Bring documents you have to support the information you listed in the form.</li> </ol>			
<b>In 1a, 1b and 1c</b> enter your full name, phone number and current address.  <b>In 1d,</b> enter your Driver's License Number if you have one.  <b>In 1e,</b> enter the last 4 digits your social security number.  <b>In 1f,</b> enter your date of birth.  <b>In 1g,</b> check your marital status.  <b>In 2a and 2b,</b> enter the number of people living in your house who you support. Support means that the people rely on you financially.  <b>In 3,</b> check yes if you are employed.  <b>In 3a,</b> if you receive unemployment, check the box and enter the amount of unemployment you receive.  <b>In 3b,</b> check the box that applies to you.  <b>In 3c and 3d</b> enter the company's name and address.  <b>In 3e,</b> enter the gross amount (before taxes) for your income.	<p><b>1. I am providing the following information about myself:</b></p> <p>a. Name: <i>First</i> <i>Middle</i> <i>Last</i></p> <p>b. Phone Number: _____</p> <p>c. Home Address: <i>Street Address, Apt.</i></p> <p><i>City</i> <i>State</i> <i>ZIP</i></p> <p>d. Driver's License Number: _____</p> <p>e. Social Security Number (<i>last 4 digits</i>): _____</p> <p>f. Date of Birth: _____</p> <p>g. I am <input type="checkbox"/> married <input type="checkbox"/> single <input type="checkbox"/> divorced</p> <p><b>2. I am providing the following information about the people who live with me:</b></p> <p>a. I support _____ adults (<i>not counting myself</i>) who live with me.</p> <p>b. I support _____ children under 18 who live with me.</p> <p><b>3. I am employed.</b> <input type="checkbox"/> <b>No</b> (<i>answer 3a and skip to 4</i>) <input type="checkbox"/> <b>Yes</b> (<i>skip to 3b and complete the rest</i>)</p> <p>a. I receive unemployment. <input type="checkbox"/> Yes <input type="checkbox"/> No            I receive \$ _____ in unemployment payments.</p> <p>b. If yes, <input type="checkbox"/> I am self-employed <input type="checkbox"/> I work for someone else</p> <p>c. Company's name: _____</p> <p>d. Company's address: <i>Street Address</i></p> <p><i>City</i> <i>State</i> <i>ZIP</i></p> <p>e. Income: \$ _____ per month</p>		

In 4, check the box for each type of money you have received in the past month. The creditor may not use court proceedings to take any money you get from these sources.

**4. I receive 1 or more of the following:**

- Yes (check all that apply)  No
- General Assistance (GA)
  - Social Security
  - Supplemental Security Income (SSI)
  - Food Stamps (SNAP)
  - State Children & Family Assistance
  - Temporary Assistance to Needy Families (TANF)
  - Aid to the Aged, Blind and Disabled (AABD)
  - Unemployment
  - Pension
  - Other: \_\_\_\_\_

In 5, check if you own real estate.

In 5a, list the address of the property you own and check the box if there is a mortgage on it.

In 5b, list the address of any additional property you own and check the box if there is a mortgage on the property.

In 6, check if you have any of the listed accounts and provide the information about each account, but do not list account numbers.

In 7, check if you have any motor vehicles and provide the information about each vehicle. For Balance, fill in the amount remaining on your loan.

In 8, check yes if you own other property such as jewelry, electronics, tools, etc.

**5. I own real estate:  Yes  No**

a. I own property at:

Street Address, Apt.

City

State

ZIP

- There is a mortgage on my property.

b. I own property at:

Street Address, Apt.

City

State

ZIP

- There is a mortgage on my property.

**6. I have checking, savings, money market, certificates of deposit, safety deposit boxes, or other bank or credit union accounts:  Yes  No**

	Name of Bank or Institution	Names on Accounts	Account Type	Balance
1.				\$
2.				\$
3.				\$
4.				\$

**7. I have motor vehicles (Cars, boats, trailers, motorcycles etc.):  Yes  No**

	Year, Make, and Model	Title in Name of	Monthly payment	Balance Due
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$

**8. I own other property:  Yes  No**

The property is (describe and include its total value): \$ \_\_\_\_\_

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**EXEMPT WAGES TABLE**

<b>Timeframe:</b>	If Paid <b>Weekly</b>	If Paid <b>Every 2 Weeks</b>	If Paid <b>Semi-Monthly</b>	If Paid <b>Monthly</b>
<b>January 1, 2020 - June 30, 2020</b> <i>(Minimum Wage \$9.25/hr)</i>	\$416.25	\$832.50	\$901.88	\$1,803.75
<b>July 1, 2020 – December 31, 2020</b> <i>(Minimum Wage \$10/hr)</i>	\$450	\$900	\$975	\$1,950
<b>January 1, 2021 -December 31, 2021</b> <i>(Minimum Wage \$11/hr)</i>	\$495	\$990	\$1,072.50	\$2,145
<b>January 1, 2022 -December 31, 2022</b> <i>(Minimum Wage \$12/hr)</i>	\$540	\$1,080	\$1,170	\$2,340
<b>January 1, 2023 -December 31, 2023</b> <i>(Minimum Wage \$13/hr)</i>	\$585	\$1,170	\$1,267.50	\$2,535
<b>January 1, 2024 -December 31, 2024</b> <i>(Minimum Wage \$14/hr)</i>	\$630	\$1,260	\$1,365	\$2,730
<b>January 1, 2025</b> <i>(Minimum Wage \$15/hr)</i>	\$675	\$1,350	\$1,462.50	\$2,925

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.

After you finish this form, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

Mail or hand-deliver a copy of this completed Statement to the Circuit Clerk, plaintiff, and debtor.

I certify that everything in the **Answer to Citation Proceeding** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

Your Signature

Street Address

Print Your Name

City, State, ZIP

Email

Telephone

Attorney # (if any)

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

# ATTACHMENT D

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

STATE OF ILLINOIS, CIRCUIT COURT  Putnam <u>COUNTY</u>		<b>CITATION TO DISCOVER ASSETS TO DEBTOR</b>	For Court Use Only
<b>Instructions ▾</b>		Jennifer Custard <u>Plaintiff (First, middle, last name)</u>	
Directly above, enter the name of the county where the case was filed.		v. Deadbeat Defendant <u>Defendant (First, middle, last name)</u>	
Enter the name of the plaintiff.		123456 <u>Case Number</u>	
Enter the name of the defendant.			
Enter the case number.			

In **1**, if the debtor is a person, enter the address where the debtor can be served. If the debtor is a business, enter the name of the registered agent, and the address for service. The registered agent can be found on the Illinois Secretary of State's website.

**1. Name and address of debtor:**

Deadbeat Defendant

Debtor's name

1 Owe Money Lane

Street, Apt #

Broke, IL 99999

City

State

ZIP

In **2**, you will need to find out whether court will be in person, or by phone or video. Contact the Circuit Clerk by phone, or visit their website. Once you have this information, check **2a** or **2b**.

Fill out court date and time, and then:

If you check **2a**, fill out the address of the court building where the Debtor will attend in person.

If you check **2b**, fill out:

- the phone number for the Circuit Clerk's office.
- the instructions for how to appear by phone or video.

**2. You must attend court on** 01/31/2024 **at** 09:00  **a.m.**  **p.m.**

a. In person

in courtroom 7

The address of the court is: 2 Judgement Street  
Street

Justice, IL 00000

City

State

ZIP

OR

b. By phone or video

**Information and instructions for how you must attend by phone or video:**

**Attending by phone or video is also called a "Remote Appearance." For more information, call the Circuit Clerk at: (999)999-9999**

Local Circuit Clerk's phone number

**or visit their website to find out how to do this.**

- If you do not attend the court date listed above in section 2, the judge may issue a rule to show cause which will require you to attend court.
- On the rule to show cause court date, you will have to explain why you did not attend court on the citation court date, and why you should not be found in contempt of court.
- If you do not attend the rule to show cause court date, the judge may find you in contempt, and you may be arrested and jailed.

**Notice to Debtor**

- In 4a,** enter the date of the judgment. If the judgment has been revived (renewed), enter that date.
- In 4b,** enter the amount of the judgment.
- In 4c,** enter how much money is still owed to you. You can include the judgment amount, your court costs (like filing fees, service fees, sheriff's fee, etc.), and post judgment interest of 9% per year. Subtract any payments made by the debtor.
- In 5,** enter any other document that the debtor should bring to court showing their income, property, or belongings.
- Equity interest** is the money you would get if you sold your property and paid off any outstanding loans.
3. **At your *Citation* hearing, you will be asked about your property and income. You will be sworn to tell the truth.**
  4. **Information about what you owe:**
    - a. A judgment was entered or renewed against you on 10/10/2020  
*Date*
    - b. The amount of the judgment is \$ nan.
    - c. The current amount that remains to be paid, including the creditor's court costs and post judgment interest, minus any payments you have made, is \$ nan plus court costs of this proceeding.
  5. **You are ordered to bring these documents at the court date:**
    - Federal and state income taxes for the last 2 years;
    - Recent pay stubs or proof of income;
    - Bank records;
    - Title to motor vehicles;
    - Deed to any property you own; AND
    - Insurance policies.
    - Other: \_\_\_\_\_
  6. **At the court date, you have the right to claim certain protections (exemptions).**  
**If you claim an exemption, the income or property covered by that exemption cannot be taken to pay the judgment. Here are some exemptions you may be able to claim:**
    1. Money or belongings up to \$4,000 ("wildcard exemption");
    2. Social Security and Supplemental Security Income (SSI) benefits;
    3. Public assistance benefits;
    4. Child support;
    5. Unemployment compensation benefits;
    6. Workers' compensation benefits;
    7. Veterans' benefits;
    8. Circuit breaker property tax relief benefits;
    9. Your equity interest, up to \$2,400, in any one motor vehicle;
    10. Your equity interest, up to \$1,500, in any professional books, or tools of your trade;
    11. Pension and retirement benefits and refunds; AND
    12. Your equity interest, up to \$15,000, in the house you live in.
  7. **There are specific exemptions for wages.** Under Illinois law, the amount of wages that may be taken to pay a judgment is limited to the lower of: 1) 15% of your gross wages, or 2) the amount by which your weekly wages, after deductions for taxes and other allowed deductions, is greater than 45 times the minimum wage. Federal law allows the lesser of: 1) 25% of disposable wages; or 2) the amount by which disposable earnings for a week is greater than 30 times the federal minimum wage. ***Illinois minimum wage will increase between January 1, 2020 and January 1, 2025. See the Exempt Wages Table on the last page of this form to determine what wages are exempt based on the current minimum wage.***

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.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

I certify that everything in the **Citation to Discover Assets to Debtor** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/  
Your Signature

Jennifer Custard  
Print Your Name

jennifer.y.custard@gmail.com  
Email

251 Beacon Street  
Street Address

Boston, MA 02116  
City, State, ZIP

6173049970  
Telephone

Attorney # (if any)

**STOP!**  
The Circuit Clerk will fill in this section.

**Witness this Date:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  Putnam <b>COUNTY</b>	<b>INCOME AND PROPERTY STATEMENT (TO BE FILLED OUT BY DEBTOR)</b>	<i>For Court Use Only</i>		
<b>Instructions ▾</b> <b>To creditor:</b> Fill out this section in the same way you did on page 1.  <b>To debtor:</b> fill out pages 4-6 and sign below.		Jennifer Custard Plaintiff ( <i>First, middle, last name</i> )  v. Deadbeat Defendant Defendant ( <i>First, middle, last name</i> )		123456 Case Number
<b>Notice to Debtor:</b> <ol style="list-style-type: none"> <li>1. Fill out this form and bring it with you to court; AND</li> <li>2. Bring documents you have to support the information you listed in the form.</li> </ol>				
In <b>1a</b> , <b>1b</b> and <b>1c</b> enter your full name, phone number and current address.	<b>1. I am providing the following information about myself:</b> <ol style="list-style-type: none"> <li>a. Name: <i>First</i> <i>Middle</i> <i>Last</i></li> <li>b. Phone Number: _____</li> <li>c. Home Address: <i>Street Address, Apt.</i>   <i>City</i> <i>State</i> <i>ZIP</i></li> <li>d. Driver's License Number: _____</li> <li>e. Social Security Number (<i>last 4 digits</i>): _____</li> <li>f. Date of Birth: _____</li> <li>g. I am <input type="checkbox"/> married <input type="checkbox"/> single <input type="checkbox"/> divorced</li> </ol>			
In <b>1d</b> , enter your Driver's License Number if you have one.				
In <b>1e</b> , enter the last 4 digits your social security number.				
In <b>1f</b> , enter your date of birth.				
In <b>1g</b> , check your marital status.				
In <b>2a</b> and <b>2b</b> , enter the number of people living in your house who you support. Support means that the people rely on you financially.	<b>2. I am providing the following information about the people who live with me:</b> <ol style="list-style-type: none"> <li>a. I support _____ adults (<i>not counting myself</i>) who live with me.</li> <li>b. I support _____ children under 18 who live with me.</li> </ol>			
In <b>3</b> , check yes if you are employed.				
In <b>3a</b> , if you receive unemployment, check the box and enter the amount of unemployment you receive.	<b>3. I am employed.</b> <input type="checkbox"/> <b>No</b> ( <i>answer 3a and skip to 4</i> ) <input type="checkbox"/> <b>Yes</b> ( <i>skip to 3b and complete the rest</i> ) <ol style="list-style-type: none"> <li>a. I receive unemployment. <input type="checkbox"/> Yes <input type="checkbox"/> No  I receive \$ _____ in unemployment payments.</li> <li>b. If yes, <input type="checkbox"/> I am self-employed <input type="checkbox"/> I work for someone else</li> <li>c. Company's name: _____</li> <li>d. Company's address: <i>Street Address</i>   <i>City</i> <i>State</i> <i>ZIP</i></li> </ol>			
In <b>3b</b> , check the box that applies to you.				
In <b>3c</b> and <b>3d</b> enter the company's name and address.				
In <b>3e</b> , enter the gross amount (before taxes) for your income.				

In **4**, check the box for each type of money you have received in the past month. The creditor may not use court proceedings to take any money you get from these sources.

**4. I receive 1 or more of the following:**

- Yes (check all that apply)  No
- General Assistance (GA)
  - Social Security
  - Supplemental Security Income (SSI)
  - Food Stamps (SNAP)
  - State Children & Family Assistance
  - Temporary Assistance to Needy Families (TANF)
  - Aid to the Aged, Blind and Disabled (AABD)
  - Unemployment
  - Pension
  - Other: \_\_\_\_\_

In **5**, check if you own real estate.

In **5a**, list the address of the property you own and check the box if there is a mortgage on it.

In **5b**, list the address of any additional property you own and check the box if there is a mortgage on the property.

In **6**, check if you have any of the listed accounts and provide the information about each account, but do not list account numbers.

In **7**, check if you have any motor vehicles and provide the information about each vehicle. For Balance, fill in the amount remaining on your loan.

In **8**, check yes if you own other property such as jewelry, electronics, tools, etc.

**5. I own real estate:  Yes  No**

a. I own property at:

Street Address, Apt.

City

State

ZIP

 There is a mortgage on my property.

b. I own property at:

Street Address, Apt.

City

State

ZIP

 There is a mortgage on my property.**6. I have checking, savings, money market, certificates of deposit, safety deposit boxes, or other bank or credit union accounts:  Yes  No**

	Name of Bank or Institution	Names on Accounts	Account Type	Balance
1.				\$
2.				\$
3.				\$
4.				\$

**7. I have motor vehicles (Cars, boats, trailers, motorcycles etc.):  Yes  No**

	Year, Make, and Model	Title in Name of	Monthly payment	Balance Due
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$

**8. I own other property:  Yes  No**

The property is (describe and include its total value): \$ \_\_\_\_\_

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**EXEMPT WAGES TABLE**

<b>Timeframe:</b>	If Paid <b>Weekly</b>	If Paid <b>Every 2 Weeks</b>	If Paid <b>Semi-Monthly</b>	If Paid <b>Monthly</b>
<b>January 1, 2020 - June 30, 2020</b> <i>(Minimum Wage \$9.25/hr)</i>	\$416.25	\$832.50	\$901.88	\$1,803.75
<b>July 1, 2020 – December 31, 2020</b> <i>(Minimum Wage \$10/hr)</i>	\$450	\$900	\$975	\$1,950
<b>January 1, 2021 -December 31, 2021</b> <i>(Minimum Wage \$11/hr)</i>	\$495	\$990	\$1,072.50	\$2,145
<b>January 1, 2022 -December 31, 2022</b> <i>(Minimum Wage \$12/hr)</i>	\$540	\$1,080	\$1,170	\$2,340
<b>January 1, 2023 -December 31, 2023</b> <i>(Minimum Wage \$13/hr)</i>	\$585	\$1,170	\$1,267.50	\$2,535
<b>January 1, 2024 -December 31, 2024</b> <i>(Minimum Wage \$14/hr)</i>	\$630	\$1,260	\$1,365	\$2,730
<b>January 1, 2025</b> <i>(Minimum Wage \$15/hr)</i>	\$675	\$1,350	\$1,462.50	\$2,925

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.

After you finish this form, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

Mail or hand-deliver a copy of this completed *Statement* to the Circuit Clerk, plaintiff, and debtor.

I certify that everything in the **Answer to Citation Proceeding** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

Your Signature

Street Address

Print Your Name

City, State, ZIP

Email

Telephone

Attorney # (if any)

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

**ATTACHMENT E**

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>	<b>CITATION TO DISCOVER ASSETS TO DEBTOR</b>	<i>For Court Use Only</i>
Putnam <b>COUNTY</b>		
<b>Instructions ▾</b>		
Directly above, enter the name of the county where the case was filed.	Patrick D. McCarty <i>Plaintiff (First, middle, last name)</i>	
Enter the name of the plaintiff.	v.	
Enter the name of the defendant.	Deadbeat Defendant <i>Defendant (First, middle, last name)</i>	
Enter the case number.	123456 <i>Case Number</i>	

In **1**, if the debtor is a person, enter the address where the debtor can be served. If the debtor is a business, enter the name of the registered agent, and the address for service. The registered agent can be found on the Illinois Secretary of State's website.

**1. Name and address of debtor:**

Deadbeat Defendant

*Debtor's name*

1 Owe Money Lane

*Street, Apt #*

Broke, IL 99999

*City**State**ZIP*

In **2**, you will need to find out whether court will be in person, or by phone or video. Contact the Circuit Clerk by phone, or visit their website. Once you have this information, check **2a** or **2b**.

Fill out court date and time, and then:

If you check **2a**, fill out the address of the court building where the Debtor will attend in person.If you check **2b**, fill out:

- the phone number for the Circuit Clerk's office.
- the instructions for how to appear by phone or video.

**2. You must attend court on 01/31/2024 at 9:00  a.m.  p.m.** a. In personin courtroom 7The address of the court is: 2 Judgement Street  
*Street*

Justice, IL 00000

*City**State**ZIP*

OR

 b. By phone or video**Information and instructions for how you must attend by phone or video:**


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**Attending by phone or video is also called a "Remote Appearance." For more information, call the Circuit Clerk at: (999) 999-9999**

*Local Circuit Clerk's phone number***or visit their website to find out how to do this.**

- If you do not attend the court date listed above in section 2, the judge may issue a rule to show cause which will require you to attend court.
- On the rule to show cause court date, you will have to explain why you did not attend court on the citation court date, and why you should not be found in contempt of court.
- If you do not attend the rule to show cause court date, the judge may find you in contempt, and you may be arrested and jailed.

**Notice to Debtor**

- In 4a,** enter the date of the judgment. If the judgment has been revived (renewed), enter that date.
- In 4b,** enter the amount of the judgment.
- In 4c,** enter how much money is still owed to you. You can include the judgment amount, your court costs (like filing fees, service fees, sheriff's fee, etc.), and post judgment interest of 9% per year. Subtract any payments made by the debtor.
- In 5,** enter any other document that the debtor should bring to court showing their income, property, or belongings.
- Equity interest** is the money you would get if you sold your property and paid off any outstanding loans.
3. **At your *Citation* hearing, you will be asked about your property and income. You will be sworn to tell the truth.**
  4. **Information about what you owe:**
    - a. A judgment was entered or renewed against you on 10/10/2020  
*Date*
    - b. The amount of the judgment is \$ nan.
    - c. The current amount that remains to be paid, including the creditor's court costs and post judgment interest, minus any payments you have made, is \$ nan plus court costs of this proceeding.
  5. **You are ordered to bring these documents at the court date:**
    - Federal and state income taxes for the last 2 years;
    - Recent pay stubs or proof of income;
    - Bank records;
    - Title to motor vehicles;
    - Deed to any property you own; AND
    - Insurance policies.
    - Other: \_\_\_\_\_
  6. **At the court date, you have the right to claim certain protections (exemptions).**  
**If you claim an exemption, the income or property covered by that exemption cannot be taken to pay the judgment. Here are some exemptions you may be able to claim:**
    1. Money or belongings up to \$4,000 ("wildcard exemption");
    2. Social Security and Supplemental Security Income (SSI) benefits;
    3. Public assistance benefits;
    4. Child support;
    5. Unemployment compensation benefits;
    6. Workers' compensation benefits;
    7. Veterans' benefits;
    8. Circuit breaker property tax relief benefits;
    9. Your equity interest, up to \$2,400, in any one motor vehicle;
    10. Your equity interest, up to \$1,500, in any professional books, or tools of your trade;
    11. Pension and retirement benefits and refunds; AND
    12. Your equity interest, up to \$15,000, in the house you live in.
  7. **There are specific exemptions for wages.** Under Illinois law, the amount of wages that may be taken to pay a judgment is limited to the lower of: 1) 15% of your gross wages, or 2) the amount by which your weekly wages, after deductions for taxes and other allowed deductions, is greater than 45 times the minimum wage. Federal law allows the lesser of: 1) 25% of disposable wages; or 2) the amount by which disposable earnings for a week is greater than 30 times the federal minimum wage. ***Illinois minimum wage will increase between January 1, 2020 and January 1, 2025. See the Exempt Wages Table on the last page of this form to determine what wages are exempt based on the current minimum wage.***

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.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

I certify that everything in the **Citation to Discover Assets to Debtor** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

/s/  
Your Signature

Patrick D. McCarty  
Print Your Name

mccarty.dental.anesthesia@gmail.com  
Email

4 Solstice Way  
Street Address

SHARON  
City, State, ZIP

3104037857  
Telephone

Attorney # (if any)

**STOP!**  
The Circuit Clerk will fill in this section.

**Witness this Date:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  Putnam <b>COUNTY</b>	<b>INCOME AND PROPERTY STATEMENT (TO BE FILLED OUT BY DEBTOR)</b>	<i>For Court Use Only</i>	
<b>Instructions ▾</b> <b>To creditor:</b> Fill out this section in the same way you did on page 1. <b>To debtor:</b> fill out pages 4-6 and sign below.		Patrick D. McCarty <i>Plaintiff (First, middle, last name)</i> v. Deadbeat Defendant <i>Defendant (First, middle, last name)</i>	
		123456 <i>Case Number</i>	
<p><b>Notice to Debtor:</b></p> <ol style="list-style-type: none"> <li>1. Fill out this form and bring it with you to court; AND</li> <li>2. Bring documents you have to support the information you listed in the form.</li> </ol>			
In <b>1a</b> , <b>1b</b> and <b>1c</b> enter your full name, phone number and current address.  In <b>1d</b> , enter your Driver's License Number if you have one.  In <b>1e</b> , enter the last 4 digits your social security number.  In <b>1f</b> , enter your date of birth.  In <b>1g</b> , check your marital status.  In <b>2a</b> and <b>2b</b> , enter the number of people living in your house who you support. Support means that the people rely on you financially.  In <b>3</b> , check yes if you are employed.  In <b>3a</b> , if you receive unemployment, check the box and enter the amount of unemployment you receive.  In <b>3b</b> , check the box that applies to you.  In <b>3c</b> and <b>3d</b> enter the company's name and address.  In <b>3e</b> , enter the gross amount (before taxes) for your income.	<p><b>1. I am providing the following information about myself:</b></p> <p>a. Name: <i>First</i> <i>Middle</i> <i>Last</i></p> <p>b. Phone Number: _____</p> <p>c. Home Address: <i>Street Address, Apt.</i></p> <p><i>City</i> <i>State</i> <i>ZIP</i></p> <p>d. Driver's License Number: _____</p> <p>e. Social Security Number (<i>last 4 digits</i>): _____</p> <p>f. Date of Birth: _____</p> <p>g. I am <input type="checkbox"/> married <input type="checkbox"/> single <input type="checkbox"/> divorced</p> <p><b>2. I am providing the following information about the people who live with me:</b></p> <p>a. I support _____ adults (<i>not counting myself</i>) who live with me.</p> <p>b. I support _____ children under 18 who live with me.</p> <p><b>3. I am employed.</b> <input type="checkbox"/> <b>No</b> (<i>answer 3a and skip to 4</i>) <input type="checkbox"/> <b>Yes</b> (<i>skip to 3b and complete the rest</i>)</p> <p>a. I receive unemployment. <input type="checkbox"/> Yes <input type="checkbox"/> No            I receive \$ _____ in unemployment payments.</p> <p>b. If yes, <input type="checkbox"/> I am self-employed <input type="checkbox"/> I work for someone else</p> <p>c. Company's name: _____</p> <p>d. Company's address: <i>Street Address</i>  <i>City</i> <i>State</i> <i>ZIP</i></p> <p>e. Income: \$ _____ per month</p>		

In **4**, check the box for each type of money you have received in the past month. The creditor may not use court proceedings to take any money you get from these sources.

**4. I receive 1 or more of the following:**

- Yes (check all that apply)  No
- General Assistance (GA)
  - Social Security
  - Supplemental Security Income (SSI)
  - Food Stamps (SNAP)
  - State Children & Family Assistance
  - Temporary Assistance to Needy Families (TANF)
  - Aid to the Aged, Blind and Disabled (AABD)
  - Unemployment
  - Pension
  - Other: \_\_\_\_\_

In **5**, check if you own real estate.

In **5a**, list the address of the property you own and check the box if there is a mortgage on it.

In **5b**, list the address of any additional property you own and check the box if there is a mortgage on the property.

In **6**, check if you have any of the listed accounts and provide the information about each account, but do not list account numbers.

In **7**, check if you have any motor vehicles and provide the information about each vehicle. For Balance, fill in the amount remaining on your loan.

In **8**, check yes if you own other property such as jewelry, electronics, tools, etc.

**5. I own real estate:  Yes  No**

a. I own property at:

Street Address, Apt.

City

State

ZIP

 There is a mortgage on my property.

b. I own property at:

Street Address, Apt.

City

State

ZIP

 There is a mortgage on my property.**6. I have checking, savings, money market, certificates of deposit, safety deposit boxes, or other bank or credit union accounts:  Yes  No**

	Name of Bank or Institution	Names on Accounts	Account Type	Balance
1.				\$
2.				\$
3.				\$
4.				\$

**7. I have motor vehicles (Cars, boats, trailers, motorcycles etc.):  Yes  No**

	Year, Make, and Model	Title in Name of	Monthly payment	Balance Due
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$

**8. I own other property:  Yes  No**

The property is (describe and include its total value): \$ \_\_\_\_\_

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**EXEMPT WAGES TABLE**

<b>Timeframe:</b>	If Paid <b>Weekly</b>	If Paid <b>Every 2 Weeks</b>	If Paid <b>Semi-Monthly</b>	If Paid <b>Monthly</b>
<b>January 1, 2020 - June 30, 2020</b> <i>(Minimum Wage \$9.25/hr)</i>	\$416.25	\$832.50	\$901.88	\$1,803.75
<b>July 1, 2020 – December 31, 2020</b> <i>(Minimum Wage \$10/hr)</i>	\$450	\$900	\$975	\$1,950
<b>January 1, 2021 -December 31, 2021</b> <i>(Minimum Wage \$11/hr)</i>	\$495	\$990	\$1,072.50	\$2,145
<b>January 1, 2022 -December 31, 2022</b> <i>(Minimum Wage \$12/hr)</i>	\$540	\$1,080	\$1,170	\$2,340
<b>January 1, 2023 -December 31, 2023</b> <i>(Minimum Wage \$13/hr)</i>	\$585	\$1,170	\$1,267.50	\$2,535
<b>January 1, 2024 -December 31, 2024</b> <i>(Minimum Wage \$14/hr)</i>	\$630	\$1,260	\$1,365	\$2,730
<b>January 1, 2025</b> <i>(Minimum Wage \$15/hr)</i>	\$675	\$1,350	\$1,462.50	\$2,925

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.

After you finish this form, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

Mail or hand-deliver a copy of this completed *Statement* to the Circuit Clerk, plaintiff, and debtor.

I certify that everything in the **Answer to Citation Proceeding** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

Your Signature

Street Address

Print Your Name

City, State, ZIP

Email

Telephone

Attorney # (if any)

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

# ATTACHMENT F

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

STATE OF ILLINOIS, CIRCUIT COURT  Putnam <u>COUNTY</u>		<b>CITATION TO DISCOVER ASSETS TO DEBTOR</b>	<i>For Court Use Only</i>
<b>Instructions ▾</b>  Directly above, enter the name of the county where the case was filed.  Enter the name of the plaintiff.  Enter the name of the defendant.  Enter the case number.		Lila K. McCarty <u>Plaintiff (First, middle, last name)</u>  v.  Deadbeat Defendant <u>Defendant (First, middle, last name)</u>	1234456 <u>Case Number</u>

In **1**, if the debtor is a person, enter the address where the debtor can be served. If the debtor is a business, enter the name of the registered agent, and the address for service. The registered agent can be found on the Illinois Secretary of State's website.

**1. Name and address of debtor:**

Deadbeat Defendant

*Debtor's name*

1 Owe Money Lane

*Street, Apt #*

Broke, IL 99999

*City*

*State*

*ZIP*

In **2**, you will need to find out whether court will be in person, or by phone or video. Contact the Circuit Clerk by phone, or visit their website. Once you have this information, check **2a** or **2b**.

Fill out court date and time, and then:

If you check **2a**, fill out the address of the court building where the Debtor will attend in person.

If you check **2b**, fill out:

- the phone number for the Circuit Clerk's office.
- the instructions for how to appear by phone or video.

**2. You must attend court on** 01/31/2024 **at** 9:00  **a.m.**  **p.m.**

a. In person

in courtroom 7

The address of the court is: 2 Judgement Street  
*Street*

Justice, IL 00000

*City*

*State*

*ZIP*

OR

b. By phone or video

**Information and instructions for how you must attend by phone or video:**

**Attending by phone or video is also called a "Remote Appearance." For more information, call the Circuit Clerk at: (999)999-9999**

*Local Circuit Clerk's phone number*

**or visit their website to find out how to do this.**

- If you do not attend the court date listed above in section 2, the judge may issue a rule to show cause which will require you to attend court.
- On the rule to show cause court date, you will have to explain why you did not attend court on the citation court date, and why you should not be found in contempt of court.
- If you do not attend the rule to show cause court date, the judge may find you in contempt, and you may be arrested and jailed.

**Notice to Debtor**

- In 4a,** enter the date of the judgment. If the judgment has been revived (renewed), enter that date.
- In 4b,** enter the amount of the judgment.
- In 4c,** enter how much money is still owed to you. You can include the judgment amount, your court costs (like filing fees, service fees, sheriff's fee, etc.), and post judgment interest of 9% per year. Subtract any payments made by the debtor.
- In 5,** enter any other document that the debtor should bring to court showing their income, property, or belongings.
- Equity interest** is the money you would get if you sold your property and paid off any outstanding loans.
3. **At your *Citation* hearing, you will be asked about your property and income. You will be sworn to tell the truth.**
  4. **Information about what you owe:**
    - a. A judgment was entered or renewed against you on 10/10/2020  
*Date*
    - b. The amount of the judgment is \$ nan.
    - c. The current amount that remains to be paid, including the creditor's court costs and post judgment interest, minus any payments you have made, is \$ nan plus court costs of this proceeding.
  5. **You are ordered to bring these documents at the court date:**
    - Federal and state income taxes for the last 2 years;
    - Recent pay stubs or proof of income;
    - Bank records;
    - Title to motor vehicles;
    - Deed to any property you own; AND
    - Insurance policies.
    - Other: \_\_\_\_\_
  6. **At the court date, you have the right to claim certain protections (exemptions).**  
**If you claim an exemption, the income or property covered by that exemption cannot be taken to pay the judgment. Here are some exemptions you may be able to claim:**
    1. Money or belongings up to \$4,000 ("wildcard exemption");
    2. Social Security and Supplemental Security Income (SSI) benefits;
    3. Public assistance benefits;
    4. Child support;
    5. Unemployment compensation benefits;
    6. Workers' compensation benefits;
    7. Veterans' benefits;
    8. Circuit breaker property tax relief benefits;
    9. Your equity interest, up to \$2,400, in any one motor vehicle;
    10. Your equity interest, up to \$1,500, in any professional books, or tools of your trade;
    11. Pension and retirement benefits and refunds; AND
    12. Your equity interest, up to \$15,000, in the house you live in.
  7. **There are specific exemptions for wages.** Under Illinois law, the amount of wages that may be taken to pay a judgment is limited to the lower of: 1) 15% of your gross wages, or 2) the amount by which your weekly wages, after deductions for taxes and other allowed deductions, is greater than 45 times the minimum wage. Federal law allows the lesser of: 1) 25% of disposable wages; or 2) the amount by which disposable earnings for a week is greater than 30 times the federal minimum wage. ***Illinois minimum wage will increase between January 1, 2020 and January 1, 2025. See the Exempt Wages Table on the last page of this form to determine what wages are exempt based on the current minimum wage.***

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.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

**I certify that everything in the *Citation to Discover Assets to Debtor* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).**

/s/  
Your Signature

Lila K. McCarty  
Print Your Name

lila.k.mccarty@gmail.com  
Email

4 Solstice Way  
Street Address

Sharon MA , 02067  
City, State, ZIP

774-464-2642  
Telephone

Attorney # (if any)

**STOP!**  
The Circuit Clerk will fill in this section.

**Witness this Date:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  Putnam <b>COUNTY</b>	<b>INCOME AND PROPERTY STATEMENT (TO BE FILLED OUT BY DEBTOR)</b>	<i>For Court Use Only</i>	
<b>Instructions ▾</b> <b>To creditor:</b> Fill out this section in the same way you did on page 1. <b>To debtor:</b> fill out pages 4-6 and sign below.		Lila K. McCarty <i>Plaintiff (First, middle, last name)</i> v. Deadbeat Defendant <i>Defendant (First, middle, last name)</i>	
		1234456 <b>Case Number</b>	
<p><b>Notice to Debtor:</b></p> <ol style="list-style-type: none"> <li>1. Fill out this form and bring it with you to court; AND</li> <li>2. Bring documents you have to support the information you listed in the form.</li> </ol>			
In <b>1a</b> , <b>1b</b> and <b>1c</b> enter your full name, phone number and current address.  In <b>1d</b> , enter your Driver's License Number if you have one.  In <b>1e</b> , enter the last 4 digits your social security number.  In <b>1f</b> , enter your date of birth.  In <b>1g</b> , check your marital status.  In <b>2a</b> and <b>2b</b> , enter the number of people living in your house who you support. Support means that the people rely on you financially.  In <b>3</b> , check yes if you are employed.  In <b>3a</b> , if you receive unemployment, check the box and enter the amount of unemployment you receive.  In <b>3b</b> , check the box that applies to you.  In <b>3c</b> and <b>3d</b> enter the company's name and address.  In <b>3e</b> , enter the gross amount (before taxes) for your income.	<p><b>1. I am providing the following information about myself:</b></p> <p>a. Name: <input type="text"/> First <input type="text"/> Middle <input type="text"/> Last</p> <p>b. Phone Number: <input type="text"/></p> <p>c. Home Address: <input type="text"/> <i>Street Address, Apt.</i></p> <p><input type="text"/> City <input type="text"/> State <input type="text"/> ZIP</p> <p>d. Driver's License Number: <input type="text"/></p> <p>e. Social Security Number (<i>last 4 digits</i>): <input type="text"/></p> <p>f. Date of Birth: <input type="text"/></p> <p>g. I am <input type="checkbox"/> married <input type="checkbox"/> single <input type="checkbox"/> divorced</p> <p><b>2. I am providing the following information about the people who live with me:</b></p> <p>a. I support <input type="text"/> adults (<i>not counting myself</i>) who live with me.            b. I support <input type="text"/> children under 18 who live with me.</p> <p><b>3. I am employed.</b> <input type="checkbox"/> <b>No</b> (<i>answer 3a and skip to 4</i>) <input type="checkbox"/> <b>Yes</b> (<i>skip to 3b and complete the rest</i>)</p> <p>a. I receive unemployment. <input type="checkbox"/> Yes <input type="checkbox"/> No            I receive \$ <input type="text"/> in unemployment payments.</p> <p>b. If yes, <input type="checkbox"/> I am self-employed <input type="checkbox"/> I work for someone else</p> <p>c. Company's name: <input type="text"/></p> <p>d. Company's address: <input type="text"/> <i>Street Address</i></p> <p><input type="text"/> City <input type="text"/> State <input type="text"/> ZIP</p> <p>e. Income: \$ <input type="text"/> per month</p>		

In 4, check the box for each type of money you have received in the past month. The creditor may not use court proceedings to take any money you get from these sources.

**4. I receive 1 or more of the following:**

- Yes (check all that apply)  No
- General Assistance (GA)
  - Social Security
  - Supplemental Security Income (SSI)
  - Food Stamps (SNAP)
  - State Children & Family Assistance
  - Temporary Assistance to Needy Families (TANF)
  - Aid to the Aged, Blind and Disabled (AABD)
  - Unemployment
  - Pension
  - Other: \_\_\_\_\_

In 5, check if you own real estate.

In 5a, list the address of the property you own and check the box if there is a mortgage on it.

In 5b, list the address of any additional property you own and check the box if there is a mortgage on the property.

In 6, check if you have any of the listed accounts and provide the information about each account, but do not list account numbers.

In 7, check if you have any motor vehicles and provide the information about each vehicle. For Balance, fill in the amount remaining on your loan.

In 8, check yes if you own other property such as jewelry, electronics, tools, etc.

**5. I own real estate:  Yes  No**

a. I own property at:

Street Address, Apt.

City

State

ZIP

- There is a mortgage on my property.

b. I own property at:

Street Address, Apt.

City

State

ZIP

- There is a mortgage on my property.

**6. I have checking, savings, money market, certificates of deposit, safety deposit boxes, or other bank or credit union accounts:  Yes  No**

	Name of Bank or Institution	Names on Accounts	Account Type	Balance
1.				\$
2.				\$
3.				\$
4.				\$

**7. I have motor vehicles (Cars, boats, trailers, motorcycles etc.):  Yes  No**

	Year, Make, and Model	Title in Name of	Monthly payment	Balance Due
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$

**8. I own other property:  Yes  No**

The property is (describe and include its total value): \$ \_\_\_\_\_

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**EXEMPT WAGES TABLE**

<b>Timeframe:</b>	If Paid <b>Weekly</b>	If Paid <b>Every 2 Weeks</b>	If Paid <b>Semi-Monthly</b>	If Paid <b>Monthly</b>
<b>January 1, 2020 - June 30, 2020</b> <i>(Minimum Wage \$9.25/hr)</i>	\$416.25	\$832.50	\$901.88	\$1,803.75
<b>July 1, 2020 – December 31, 2020</b> <i>(Minimum Wage \$10/hr)</i>	\$450	\$900	\$975	\$1,950
<b>January 1, 2021 -December 31, 2021</b> <i>(Minimum Wage \$11/hr)</i>	\$495	\$990	\$1,072.50	\$2,145
<b>January 1, 2022 -December 31, 2022</b> <i>(Minimum Wage \$12/hr)</i>	\$540	\$1,080	\$1,170	\$2,340
<b>January 1, 2023 -December 31, 2023</b> <i>(Minimum Wage \$13/hr)</i>	\$585	\$1,170	\$1,267.50	\$2,535
<b>January 1, 2024 -December 31, 2024</b> <i>(Minimum Wage \$14/hr)</i>	\$630	\$1,260	\$1,365	\$2,730
<b>January 1, 2025</b> <i>(Minimum Wage \$15/hr)</i>	\$675	\$1,350	\$1,462.50	\$2,925

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.

After you finish this form, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

Mail or hand-deliver a copy of this completed *Statement* to the Circuit Clerk, plaintiff, and debtor.

I certify that everything in the **Answer to Citation Proceeding** is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under [735 ILCS 5/1-109](#).

Your Signature

Street Address

Print Your Name

City, State, ZIP

Email

Telephone

Attorney # (if any)

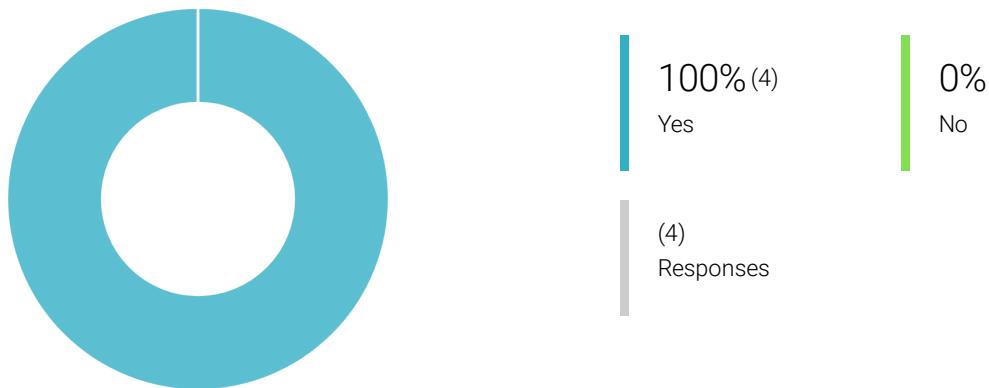
**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

## ATTACHMENT G - Survey Results

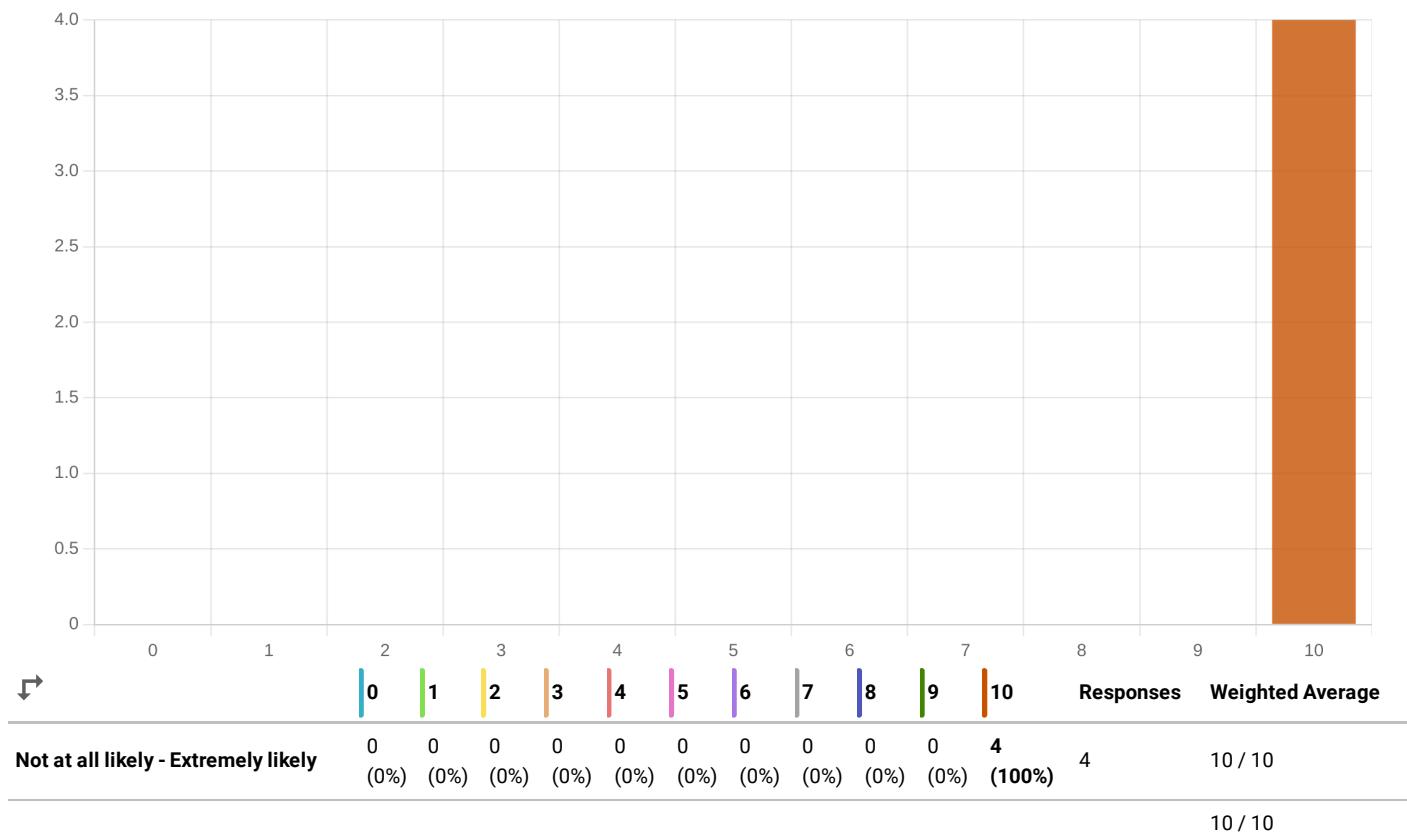
### Citation to Discover Assets to Debtor Guided Interview

Enter some body text

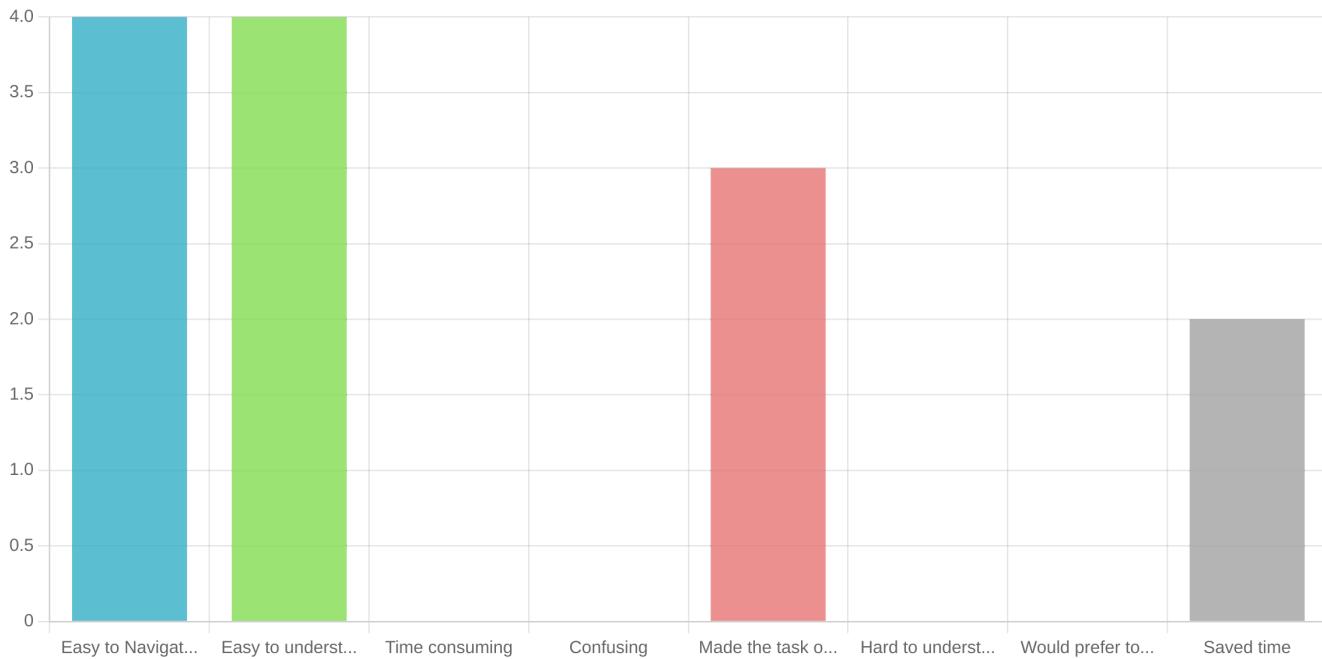
- 
- 1** Were you able to complete the guided interview?



- 
- 2** How likely are you to recommend this guided interview to a family member, friend, or colleague if they needed to complete the form?



### 3 Which of the following words would you use to describe the guided interview?



**100% (4)**  
Easy to Navigate

**100% (4)**  
Easy to understand

**0%**  
Time consuming

**0%**  
Confusing

**75% (3)**  
Made the task of filling out a form easier

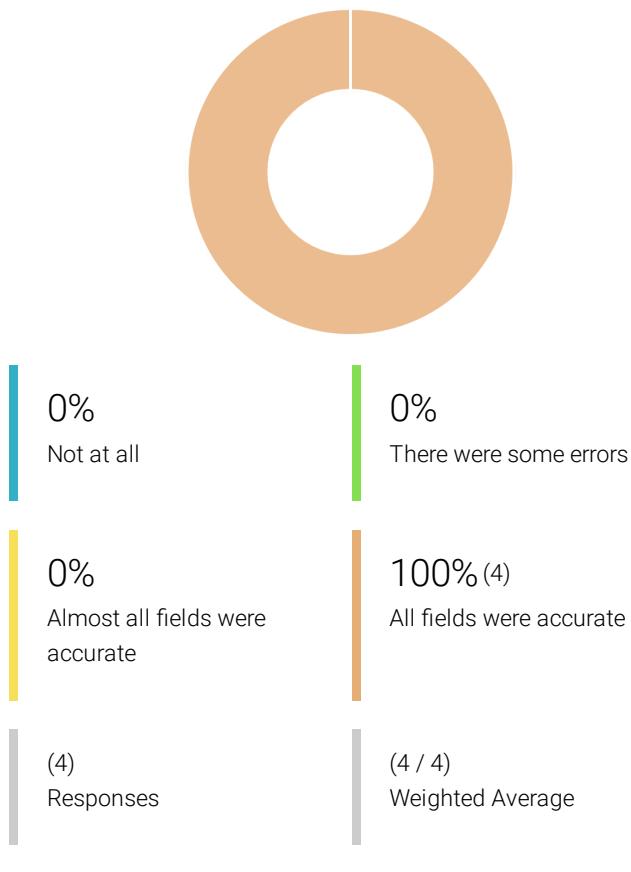
**0%**  
Hard to understand

**0%**  
Would prefer to print and fill by hand

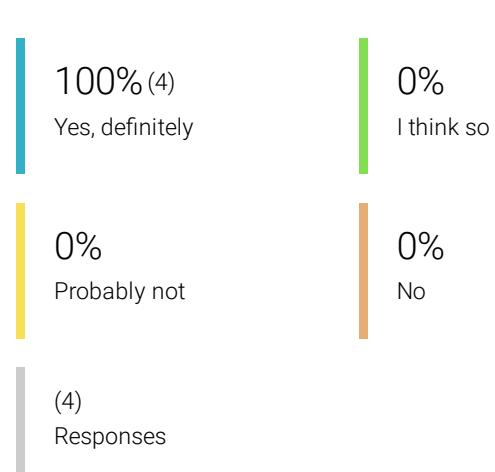
**50% (2)**  
Saved time

(13)  
Responses

**4** Did the completed form represent your responses accurately?



**5** If you needed to complete the Citation to Discover Assets to Debtor in the future, would you utilize this program?



**6** Do you have any suggestions on how to improve this specific guided interview? (i.e. change wording of some questions, add explanations or directions, etc.)

Great guide. Easy to use.

## **ATTACHMENT H - Partner Email**

**Re: [EXTERNAL] Re: OLAO - Student Project Intro**

Matthew Newsted <mnewsted@illinoislegalaid.org>

Wed 12/13/2023 3:39 PM

To:Caroline McCarty <cmccarty3@su.suffolk.edu>

Hi Caroline,

I'm glad the experience has been enlightening and that my feedback added to it.

Yes, you can send us the final version in the zipped package format. David may have mentioned that ILAO has our own process and requirements, but seeing an example of how the program could work is always instructive.

I appreciate your work on this. ILAO has plans to automate this form in Docassemble at some point. Your project gives us ideas about how we would build the program according to our organization's style.

I hope this is sufficient, but let me know if you have any questions.

Thanks and good luck!

Matt Newsted (he/him/his) | Associate Director of Legal Tech | [Illinois Legal Aid Online](#)  
120 S LaSalle St, Suite 900 | Chicago, IL 60603 | [312.977.9047 ext 127](tel:312.977.9047)

We open opportunities for justice. [Support](#) ILAO's year-end campaign. See our collective impact in our [Annual Report](#).

On Wed, Dec 13, 2023 at 2:29 PM Caroline McCarty <[cmccarty3@su.suffolk.edu](mailto:cmccarty3@su.suffolk.edu)> wrote:

# where's the Money?

*Citation to Discover*

*Assets*

*to Debtor*



Caroline McCarty  
Coding the Law – Fall 2023



## Why The Document Assembly Line Project?



# The Partners



**Matt Newsted**  
Associate Director of Legal Tech  
*Illinois Legal Aid Online*



**Caroline McCarty**  
3L Coding the Law Student  
*Suffolk University Law Student*



- Helps those that cannot afford an attorney
- Simplifies processes so they are easier to understand and navigate
- Always open - 24/7/365
  - Over 100,000 people visit ILAO every month from 5:00 pm to 9:00 am, when traditional legal services are closed.

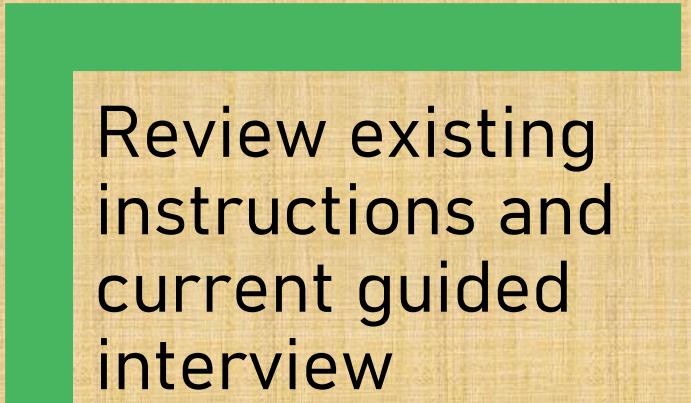
# Citation to Discover Assets to Debtor

## *Now vs. Future*

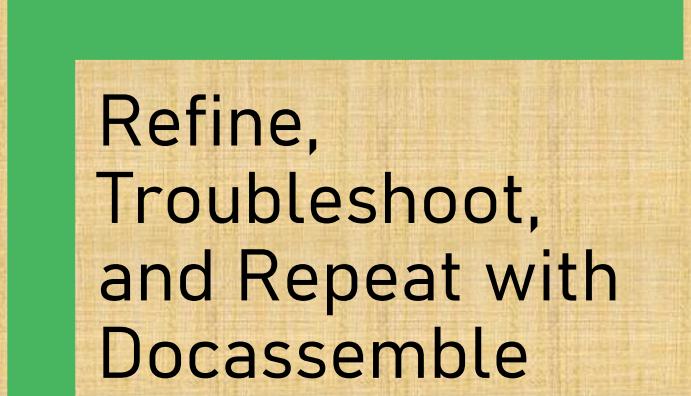
Current Situation and Options	End Product To-Be
<ul style="list-style-type: none"><li>Illinoiscourts.gov – public can download instructions and forms to complete the citation<ul style="list-style-type: none"><li>Print and complete by hand/computer; OR</li><li>ILAO provides a free-to-use link to a guided interview that asks questions related to this form (not Docassemble)</li></ul></li></ul>	<ul style="list-style-type: none"><li>Illinoiscourts.gov – public can still download instructions and forms to complete the citation<ul style="list-style-type: none"><li>Print and complete by hand/computer; OR</li><li>Provide a guided interview through Docassemble to streamline completion of forms</li></ul></li></ul>



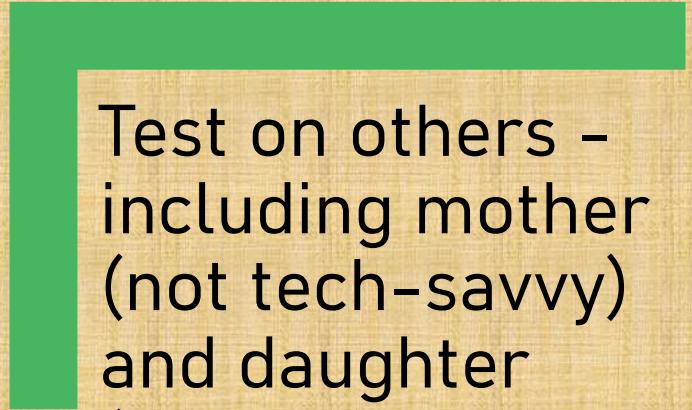
# Overall Approach



Review existing instructions and current guided interview questions for clarity and order



Refine, Troubleshoot, and Repeat with Docassemble



Test on others - including mother (not tech-savvy) and daughter (tween with no patience)