		Illinois Supreme Court and is required to be accept				
STATE OF ILLINOIS, CIRCUIT COURT			For Court Use Only			
		SMALL CLAIMS SUMMONS				
	_ COUNTY					
Instructions ▼			_			
Directly above, enter the name of the county	Plaintiff (First	middle, last name)				
where you are filing the	Transition (1 list, middle, last marrie)					
case.						
Enter your name as	٧.					
Plaintiff.						
Enter the names of all	Defendants (F	First, middle, last name or business name):				
people or businesses you			Case Number			
are suing as Defendants.						
Enter the Case Number						
given by the Circuit	Aliac Sum	nmons (Check this box if this is not the 1st				
Clerk.		issued for this Defendant.)				
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NOTE:	If you are sui	ing more than 1 Defendant, fill out a Small Claims	Summons form for each Defendant			
NOTE.	II you are sur	ing more than 1 Describant, 1111 out a Small Calms	Summons form for each Defendant.			
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In 1(a) , enter the name and address of a		ant's address and service information:				
Defendant. If you are	a. Defendant's primary address/information for service:					
serving a Registered	Naı	me (First, Middle, Last):				
Agent, include the	Reg	gistered Agent's name, if any:				
Registered Agent's name and address here.	Stre	eet Address, Apt #:				
name and address here.		y, State, ZIP:				
		lephone:				
	Em	nail Address:				
	LIII	nail Address:				
In 1(b), enter a second	b. If v	ou have more than one address where Defendar	nt might be found, list that here:			
address for Defendant	•	Name (First, Middle, Last):				
if you have one.		eet Address, Apt #:				
		· • ———————————————————————————————————				
		y, State, ZIP:				
		lephone:				
	Em	nail Address:				
T 1(2) 1 1 1	_ B4	thad of comics on Defendant				
In 1(c) , check how you are sending your	c. Me	thod of service on Defendant				
documents to that		certified copy by certified or registered mail] sheriff OR			
Defendant.		special process server				
In 2, enter the amount		tion about the lawsuit:				
of money owed to you.	Amount claimed: _\$					
In 3, enter your contact						
information.	3. Contact information for the Plaintiff:					
Enter your complete	Name (F	irst, Middle, Last):				
address, telephone number, and email	Street Address, Apt #:					
address, if you have	City, Sta	te, ZIP:				
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one	Telephor	ne:				

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.

Enter the Case Number given by the Circuit Clerk: You have been sued. Follow the instructions below on how to appear/answer. If you do not appear, the court may decide the case without hearing from you and enter a judgment against you for what Plaintiff is asking. Your written *Appearance* must be filed on time and in the proper form. **Important** Forms for a written Appearance are available here: illinoiscourts.gov/forms/approved/default.asp. information for the If Plaintiff is suing you for \$10,000 or less, you do not need to file an Answer/Response unless the judge person receiving orders you to do so. this form: You may file an Answer/Response found here: illinoiscourts.gov/forms/approved/default.asp. If you cannot afford to pay the fee for filing your Appearance and Answer/Response, ask the Circuit Clerk for an Application for Waiver of Court Fees found here: illinoiscourts.gov/forms/approved/default.asp. Read all the documents attached to this Small Claims Summons. In 4.enter 4. Instructions for person receiving this Small Claims Summons (Defendant): • your court date; OR To respond to this Small Claims Summons, you must: • your Appearance Go to court: date; On this date: ____ at this time: ___ $\hfill \square$ a.m. $\hfill \square$ p.m. • check any boxes that Courtroom: Address: apply; AND City, State, ZIP: • the address of the You may be able to attend this court date by phone or video. This is called a "Remote court building and room where the court Appearance." Call the Circuit Clerk at: date will take place, Local Circuit Clerk's phone number or where the or visit their website to find out how to do this. Defendant may file their Appearance or e-file. File a written *Appearance* with the court: For more information On or before this date: _____ at this time: ____ a.m. p.m. about how to complete Address: 4, see How to File & Serve a Small Claims City, State, ZIP: Complaint at illinoiscourts.gov/Form Forms for a written *Appearance* are available here: s/approved/Circuit. illinoiscourts.gov/forms/approved/default.asp Witness this Date: 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 Defendant or other person.)

to select a service provider. If you need additional help or have trouble e-filing, visit illinoiscourts.gov/faq/gethelp.asp or talk with your local Circuit Clerk's office.

To serve this Summons, see How to Serve a Summons at illinoiscourts.gov/Forms/approved/Circuit.asp.

E-Filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit efile.illinoiscourts.gov/service-providers.htm to learn more and

Plaintiff:

All court users:

This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts. For Court Use Only STATE OF ILLINOIS, PROOF OF SERVICE OF SMALL **CIRCUIT COURT CLAIMS SUMMONS & SMALL** COUNTY CLAIMS COMPLAINT **Instructions ▼** Directly above, enter Plaintiff (First, middle, last name) the name of the county where you are filing the case. ٧. Enter your name as Plaintiff. Enter the names of all **Defendants** (First, middle, last name or business name): people or businesses you Case Number are suing as Defendants. Enter the Case Number given by the Circuit Alias Summons (Check this box if this is not the 1st Clerk. Summons issued for this Defendant.) **STOP. Do not complete the rest of this form. The Circuit Clerk, sheriff, or special process server will fill in the form.** , and I state: My name is First. Middle. Last that I served the Small Claims Summons and Small Claims Complaint on the Defendant, First, Middle, Last By Circuit Clerk: By certified mail mailed by the Circuit Clerk: On this date: at this time: a.m. p.m. Street Address, Unit #: City, State, ZIP: By sheriff or special process server: Personally on the Defendant: Male: ☐ Female: ☐ Non-Binary: ☐ Approx. Age: On this date: _____ at this time: ____ a.m. p.m. Street Address, Unit #: City, State, ZIP: On someone else at the Defendant's home who is at least 13 years old and is a family member or lives there: On this date: at this time: a.m. p.m. Street 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 Defendant in a postage-paid, sealed envelope to the above address on Date On the Corporation's agent, First, Middle, Last Male: Female: Non-Binary: Approx. Age: Race: On this date: _____ at this time: ____ a.m. \[\] p.m. Street Address, Unit #:

City, State, ZIP:

Firs	st, Middle, Last								
l m	ade the follow	ving attempts to	serve the Small Claims S	ummons and Small Claim	s Complaint on the Defenda	ant:			
1.	On this date	e:	at this time:	a.mp.m.					
	City, State,	City, State, ZIP:							
	Other information about service attempt:								
	-								
2.	On this date	÷.	at this time:	Пат Прт					
			at the time.						
	City, State,	ZIP:							
		City, State, ZIP: Other information about service attempt:							
3.	On this date	e:	at this time:	□ a.m. □ p.m.					
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		nation about se							
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