This form is a STATE OF IL		linois Supreme Court and is required to be accept	red in all Illinois Circuit Courts. For Court Use Only				
CIRCUIT COURT			r dr ddari ddd drify				
3		EVICTION SUMMONS					
	COUNTY						
Instructions ▼							
Directly above, enter	Plaintiff (For	example, the landlord or owner):					
the name of county							
where you will file the case.							
Enter your name as Plaintiff.							
Below "Defendants,"	٧.						
enter the names of all							
the people you are trying to evict.	Defendants (First, middle, last name):					
The sheriff will only evict unknown							
occupants if the							
"Unknown		Occupants (Unknown Occupants are people					
Occupants" box is checked.	living in the	e property whose names you do not know.)					
The Circuit Clerk will add a Case Number.		nmons (Check this box if this is not the 1 st issued for this Defendant.)	Case Number				
NOTE:		s more than 1 Defendant, fill out an <i>Eviction Summ</i> ction Summons for all Unknown Occupants, if chec					
	7						
In 1(a) , enter the name and primary address of		ndant's address and service information:					
Defendant.	a. Defendant's primary address/information for service:						
	4	Name (First, Middle, Last):					
In 1(b) , enter a 2 nd address for Defendant,		Street Address, Unit #:					
if you have one.	City, State, ZIP:						
	4	Telephone:					
In 1(c) , check how you are sending your		Email Address:					
documents to that	b.	If you have more than one address where Defen	dant might be found, list that here:				
Defendant. If you need more information, see		Name (First, Middle, Last):	_				
How to File Present &		Street Address Unit #:					
Eviction Case available		Street Address, Unit #:					
at illinoiscourts.gov/Form		City, State, ZIP: Telephone:					
s/approved/Circuit.		Telephone: Email Address:					
	C.	Method of service on Defendant:					
		Sheriff OR					
		Special process server					
In 2 , enter your contact information.		act information for the Plaintiff:					
	_	Association					
Enter your complete	Name	e (First, Middle, Last):					
address, telephone number, and email	Stree	Street Address, Unit #:					
address, if you have	City,	State, ZIP:					
one.	_ Telep	phone:					
	Emai	l Address:					

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.

In 3,enter:	3. The court date is at: a.m p.m.						
• your court date and time;	Date Time The hearing will be at this address:						
• the address of the	in this courtroom:						
court building and room where the court							
date will take place;	You may be able to attend this court date by phone or video. This is called a "Remote						
AND	Appearance." Call the Circuit Clerk at:						
• the Circuit Clerk's	Local Circuit Clerk's phone number						
phone number.	or visit their website to find out how to do this.						
Note: You must ask for a court date that gives the sheriff or special process server							
enough time to serve							
the Defendant at least 3 days before the court							
date (7 days in Cook							
County).							
For more information							
about how to complete 3. see <i>How to File &</i>							
Present an Eviction							
Case available at							
illinoiscourts.gov/Form s/approved/Circuit.							
s/approved/enear.							
Instructions for pe getting this for (Defendant):	• II VAII da nat oa ta callet Vall calla lase the case by detaill						
STOP!	Witness this Date: Seal of Court						
The Circuit Clerk will							
fill in this section.	Clerk of the Court:						
STOP!	To the Sheriff or special process server: Serve this Eviction Summons and Eviction						
The officer or process server will fill in the	Complaint on the Defendant named above. This summons must be served at least 3 days						
Date of Service.	before the court date (7 days in Cook County). Check with the Circuit Clerk.						
	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.)						
Plaintiff:	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						
All court users:	an account with an e-filing service provider. Visit <u>efile.illinoiscourts.gov/service-providers.htm</u> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit illinoiscourts gov/fee/gotholp asp or tell with your level pirovit elevels of fine.						
	<u>illinoiscourts.gov/faq/gethelp.asp</u> or talk with your local circuit clerk's office.						

Enter the Case Number given by the Circuit Clerk:_

ARE YOU THE DEFENDANT? SEE BELOW

AN EVICTION CASE HAS BEEN FILED

The Plaintiff is trying to evict you. If you lose this case, you will have to move and possibly pay the Plaintiff money. Get to court on time. Only you or a lawyer can appear in court on your behalf. You may not send a friend or relative in your place. If you want to talk to a lawyer about your case, ask the judge for a continuance.

IF YOU DO NOT GO TO COURT

The case will go ahead whether or not you go to court. If you are not in court, the judge will only hear the Plaintiff's side of the story and may order you to move within a very short period of time. If you do not move during that period, the sheriff can evict you and all other occupants from the property and you may lose your belongings. If you miss your court date and the judge orders you to move, you can file a motion explaining why you missed court and ask the judge for another chance to explain why you should not be evicted. Talk to a lawyer or visit illinoislegalaid.org/ for more information.

YOU HAVE RIGHTS

- 1. You may come to court and tell your side of the story. If you have any receipts, photographs, or other documents that support your side of the story, bring them to court. You can let the judge know that you have these documents when it is your turn to speak.
- 2. You have a right to demand a trial by jury. Jury trials are complicated, so you may want to consult with a lawyer before demanding a jury trial. A jury demand should be filed on or before the first date you have to come to court. If you have not done it by that date, the judge might not give you more time to file it.
- 3. You may have a lawyer represent you in court but the court will not appoint a lawyer for you. If you want a lawyer, you must get one right away. You may go to the court date and ask the judge for time to get a lawyer.
- 4. You may be required to pay a fee to file an appearance or a jury demand. If you cannot afford the fee, you may fill out and file an *Application for Waiver of Court Fees* found at: illinoiscourts.gov/Forms/approved/.
- 5. If you do not have a lawyer but can afford one, you can call one of the following Lawyer Referral Services and ask them to recommend a lawyer for you:
 - Chicago Bar Association Lawyer Referral Service: (312) 554-2001
 - Cook County Bar Association Lawyer Referral Service: (312) 630-1157
 - Illinois State Bar Association: (800) 922-8757
 - Other Lawyer Referral Services are available online.
- 6. If you cannot afford a lawyer, a legal aid organization may be able to help you for free or at a reduced rate.

If you live in Cook County, call CARPLS: (312) 738-9200. CARPLS is a legal aid referral service that can connect you with one of Cook County's many legal aid organizations. You may also contact these organizations directly:

- Cabrini Green Legal Aid (CGLA): (312) 738-2452
- Lawyers' Committee for Better Housing (LCBH): (312) 347-7600
- Legal Aid Chicago: (312) 341-1070

If you live in Northern Illinois but outside Cook County, call Prairie State Legal Services: (800) 531-7057 If you live in Central and Southern Illinois, call Land of Lincoln Legal Aid: (877) 342-7891

7. For more information about your rights, visit: illinoislegalaid.org/.

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, AFFIDAVIT OF SERVICE OF CIRCUIT COURT **EVICTION SUMMONS & EVICTION** COUNTY COMPLAINT **Instructions ▼** Directly above, enter Plaintiff (For example, the landlord or owner): the name of county where you will file the case. Enter your name as Plaintiff. ٧. Below "Defendants." enter the names of all the people you are Defendants (First, middle, last name): trying to evict. The sheriff will only evict unknown occupants if the Unknown Occupants (Unknown Occupants are people "Unknown living in the property whose names you do not know.) Occupants" box is checked. **Case Number** Alias Summons (Check this box if this is not the 1st The Circuit Clerk will add a Case Number. Summons issued for this Defendant.) **STOP. Do not complete the form. The sheriff or special process server will fill in the form.** My name is First, Middle, Last that I served the Eviction Summons and Eviction Complaint on the Defendant, First, Middle, Last Personally on Defendant: Male: Female: Non-Binary: Approx. Age: Race: On this date: _____ at this time: ____ a.m. \square p.m. Street Address, Unit #: City, State, ZIP: On someone else at the Defendant/Respondent's home who is at least 13 years old and is a family member or lives there: On this date: at this time: \square a.m. \square 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. \square p.m. Street Address, Unit #: City, State, ZIP:

☐ tha	at I was not a	ble to serve the E	Eviction Summons and	mber given by the Circu Eviction Compla		efendant,			
Firs	st, Middle, Last								
Ιm	ade the follo	ving attempts to se	erve the <i>Eviction Summo</i>	ns and Eviction C	<i>omplaint</i> on th	ne Defendant:			
1. On this date			at this time:						
	Street Address, Unit #:								
		City, State, ZIP:Other information about service attempt:							
	Other inion	nation about servic							
2.	On this date	ə:	at this time:	□ a.m. □]p.m.				
	Street Address, Unit #:								
	City, State,	ZIP:							
	Other inforr	nation about servic	ce attempt:						
0	0 41 4 1 4		A H. Co. Co.		7				
3.			at this time:						
	Other inforr	nation about servic	ce attempt:						
DO NO	T complete	•	ecial process server, o	•		•			
sheriff o	r private	, ,	ງ on the <i>Affidavit of Sei</i> ct to the best of your ki			•			
complete	server will e it.		his form could be perju	-	ilacistalia til	at making a raist	•		
	ne Code of		,						
Civil Pro	ocedure, <u>735</u> 1-109,	Ву:							
making	a statement orm that you	<u> </u>							
know to	be false is	Signature by:	Sheriff	FEES		Φ.			
perjury, Felony.	a Class 3	L	Special process serve licensed private	Miles:	and Return: _3	<u> </u>			
<u> </u>			detective	Total:		\$ \$			
					<u> </u>	<u> </u>			
		Print Name							
		If Summons is s	served by licensed priva	ate detective or n	orivate detect	tive agency:			
		License Numbe	•		_	5			