

# Getting Started Summons

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**IMPORTANT:** This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use the *Summons* form. Your use of the form does not guarantee you will be successful in court.

To learn how to fill out the form and file it with the court, read the *How to Serve a Summons* instruction sheet and the instructions on the form.

<b>Name of the form:</b>	<i>Summons</i>
<b>Purpose of the form:</b>	The <i>Summons</i> tells a person they are being sued and where and when to respond to the lawsuit.
<b>Types of cases the form CAN be used for:</b>	Most civil cases, for example: evictions and lawsuits for injury or property damage.
<b>Types of cases the form CANNOT be used for:</b>	Criminal cases and some civil cases including divorce, foreclosure, paternity, small claims, orders of protection, stalking no contact orders, and civil no contact orders.
<b>Cost to file the form:</b>	There is a fee to file your Complaint with the court. You must also pay the sheriff who serves the <i>Summons</i> for you. If you cannot afford to pay the fees, fill out the <i>Application for Waiver of Court Fees</i> to ask the court for a fee waiver. <a href="http://illinoiscourts.gov/Forms/approved/">illinoiscourts.gov/Forms/approved/</a>
<b>Special information or papers needed to complete the form:</b>	You will need the other parties' names and addresses. You will also need your Complaint/Petition to attach to the <i>Summons</i> . Check with the Circuit Clerk if there are any additional local notices or documents that are required to be attached to the <i>Summons</i> .
<b>Statutes and rules covering the form:</b>	IL Code of Civil Procedure Sections 2-201 through 2-211; <a href="#">735 ILCS 5/2-201</a> et seq. Illinois Supreme Court Rules <a href="#">101</a> , <a href="#">102</a> , <a href="#">103</a> , <a href="#">104</a> , <a href="#">131</a> , <a href="#">283</a> , and <a href="#">284</a>
<b>For more information:</b>	Read the <i>How to Serve a Summons</i> instruction sheet that comes with the form. You may also find more information and resources at the courthouse or by going to: <a href="http://illinoislegalaid.org/legal-information/serving-summons">illinoislegalaid.org/legal-information/serving-summons</a> .