

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT, CHAMPAIGN COUNTY, ILLINOIS	DATE CERTAIN SUMMONS (Small Claims & Monetary LMs)	FOR COURT USE ONLY
_____ Plaintiff (First, Middle, Last Name)		
vs. _____ Defendant (First, Middle, Last Name)		_____ Case Number

To each defendant (List their name and address):

You are summoned and required to appear on _____, 20____ at _____ (a.m.)(p.m.) to answer the complaint in this case, a copy of which is attached. You may be able to attend this court date by phone or video conference. This is called a "Remote Appearance." Call the Circuit Clerk at 217-384-3725 or visit their website at www.champaigncircuitclerk.org to find out how to do this. **This date certain summons cannot be served less than 40 days or more than 61 days after the date of the issuance of the summons.**

IF YOU FAIL TO APPEAR FOR YOUR HEARING, A DEFAULT JUDGMENT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT, INCLUDING A FINANCIAL JUDGMENT.

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 <http://efile.illinoiscourts.gov/serviceproviders.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/FAQ/gethelp.asp> or talk with the Champaign County Circuit Clerk's office. If you cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your Circuit Clerk for more information or visit www.illinoislegalaid.org.

If you are unable to pay your court fees, you can apply for a fee waiver. For information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to www.illinoislegalaid.org. You can also ask your local circuit clerk's office for a fee waiver application.

To the officer:

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

This summons may not be served later than three (3) weeks before the day for appearance.

Witness: _____

(Seal of Court)

Clerk of Court

By _____
Deputy

REQUIRED

Plaintiff's Attorney or Plaintiff if self-represented

Attorney Name/Name: _____

ARDC# _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

E-Mail: _____

Susan W. McGrath
Champaign County Circuit Clerk
101 E. Main St.
Urbana, IL 61801