

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>SMALL CLAIMS SUMMONS</b>	<i>For Court Use Only</i>          _____ <b>Case Number</b>
<b>Instructions ▼</b> Directly above, enter the name of the county where you are filing the case. Enter your name as Plaintiff. Enter the names of all people or businesses you are suing as Defendants. Enter the Case Number given by the Circuit Clerk.	_____ <b>Plaintiff</b> ( <i>First, middle, last name</i> )  v.  <b>Defendants</b> ( <i>First, middle, last name or business name</i> ): _____ _____ _____ <input type="checkbox"/> <b>Alias Summons</b> ( <i>Check this box if this is not the 1<sup>st</sup> Summons issued for this Defendant.</i> )	

<b>IMPORTANT INFORMATION:</b>	<p>There may be court fees to start or respond to a case. If you are unable to pay your court fees, you can apply for a fee waiver. You can find the fee waiver application at: <a href="http://illinoiscourts.gov/documents-and-forms/approved-forms/">illinoiscourts.gov/documents-and-forms/approved-forms/</a>.</p> <p>E-filing is now mandatory with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit <a href="http://efile.illinoiscourts.gov/service-providers.htm">efile.illinoiscourts.gov/service-providers.htm</a> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <a href="http://illinoiscourts.gov/faq/gethelp.asp">illinoiscourts.gov/faq/gethelp.asp</a> or talk with your local 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 <a href="http://illinoislegalaid.org">illinoislegalaid.org</a>.</p> <p>Call or text Illinois Court Help at 833-411-1121 for information about how to go to court including how to fill out and file forms. You can also get free legal information and legal referrals at <a href="http://illinoislegalaid.org">illinoislegalaid.org</a>.</p>
<b>Plaintiff:</b>	<b>If you are suing more than 1 Defendant, fill out a <i>Small Claims Summons</i> form for each Defendant.</b>

In **1a**, enter the name and address of a Defendant/Respondent. If you are serving a Registered Agent, include the Registered Agent's name and address here.

In **1b**, enter a second address for Defendant/Respondent, if you have one.

In **1c**, check how you are sending your documents to Defendant/

In **2**, enter the amount of money owed to you.

**1. Defendant/Respondent's address and service information**

- a. Defendant/Respondent's primary address/information for service:  
 Name (*First, Middle, Last*): \_\_\_\_\_  
 Registered Agent's name, (if any): \_\_\_\_\_  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- b. If you have more than one address where Defendant/Respondent might be found, list that here:  
 Name (*First, Middle, Last*): \_\_\_\_\_  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- c. Method of service on Defendant/Respondent  
 Circuit Clerk  
 Sheriff  Sheriff outside Illinois: \_\_\_\_\_  
*County & State*  
 Special process server  Licensed private detective

**2. Information about the lawsuit:**

Amount claimed: \$ \_\_\_\_\_

In 3, enter your complete address, telephone number, and email address, if you have one.

**3. Contact information for the Plaintiff/Petitioner:**

Name (First, Middle, Last): \_\_\_\_\_  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**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.

**Important information for the person receiving this Small Claims Summons (Defendant):**

You have been sued. Read all the documents attached to this *Small Claims Summons*.  
You must attend court on the court date below. The judge may want to have a trial on that day. If you do not attend, you could lose the case. If you are not ready for trial on your court date, you may ask the judge for more time. The judge does not have to give you more time.

In 4, the plaintiff should enter:

- The court date and time (this will be a date 40-61 days from filing).
- The address of the courthouse.
- The call-in or video conference information for remote appearances (if applicable).
- The clerk’s phone number and website.

All of this information is available from the Circuit Clerk.

For more information about how to complete 3, see *How to File & Serve a Small Claims Complaint* at [illinoiscourts.gov/documents-and-forms/approved-forms](http://illinoiscourts.gov/documents-and-forms/approved-forms).

**4. Instructions for the person receiving this Small Claims Summons (Defendant):**

You must attend court on the date below:

\_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m. in \_\_\_\_\_  
*Date Time Courtroom*

**In-person at:**

\_\_\_\_\_  
*Courthouse Address City State ZIP*

OR

**Remotely** (you may be able to attend this court date by phone or video conference. This is called a “Remote Appearance.”)

By telephone: \_\_\_\_\_  
*Call-in number for telephone remote appearance*

By video conference: \_\_\_\_\_  
*Video conference website*

\_\_\_\_\_  
*Video conference log-in information (meeting ID, password, etc)*

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website  
*Circuit Clerk’s phone number*

at: \_\_\_\_\_ to find out more about how to do this.  
*Circuit Clerk’s website*

**STOP!**

The Circuit Clerk will fill in this section.

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

*Seal of Court*

**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.)

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>PROOF OF SERVICE OF SMALL CLAIMS SUMMONS &amp; SMALL CLAIMS COMPLAINT</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Directly above, enter the name of the county where you are filing the case. Enter your name as Plaintiff. Enter the names of all people or businesses you are suing as Defendants. Enter the Case Number given by the Circuit Clerk.	_____ <b>Plaintiff</b> <i>(First, middle, last name)</i>  v.  <b>Defendants</b> <i>(First, middle, last name or business name):</i> _____ _____ <input type="checkbox"/> <b>Alias Summons</b> <i>(Check this box if this is not the 1st Summons issued for this Defendant.)</i>	_____ <b>Case Number</b>

**\*STOP. Do not complete the rest of this form. The Circuit Clerk, sheriff, or special process server will fill in the form.\***

**My name is** \_\_\_\_\_, **and I state:**  
*First, Middle, Last*

**that I served the *Small Claims Summons and Small Claims Complaint* on the Defendant,**  
**as follows:**

\_\_\_\_\_  
*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: \_\_\_\_\_ Race: \_\_\_\_\_  
 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: \_\_\_\_\_

I was not able to serve the *Small Claims Summons* and *Small Claims Complaint* on the Defendant,

\_\_\_\_\_  
*First, Middle, Last*

I made the following attempts to serve the *Small Claims Summons* and *Small Claims Complaint* on the Defendant:

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

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 a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service of Small Claims Summons and Small Claims Complaint* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

**By:** \_\_\_\_\_  
*Signature by:*  Circuit Clerk  
 Sheriff  
 Sheriff outside Illinois:

**FEES**  
Service and Return: \$ \_\_\_\_\_  
Miles: \_\_\_\_\_ \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

\_\_\_\_\_  
*County and State*  
 Special process server  
 Licensed private detective

\_\_\_\_\_  
*Print Name*

If *Summons* is served by licensed private detective or private detective agency:  
License Number: \_\_\_\_\_