

**IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
ROCK ISLAND COUNTY, ILLINOIS**

v.

No. _____

SUMMONS

To each defendant:

You are summoned and required to file an answer to the complaint in this case, a copy of which is hereto attached, or otherwise file your appearance, in the office of the clerk of this court within 30 days after service of this summons, not counting the day of service. **IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.**

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/service-providers.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/get_help.asp, or talk with your local circuit clerk's office.

To the officer:

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

This summons may not be served later than 30 days after its date.

WITNESS, _____, 20_____

Attorney (or plaintiff if he is not represented by attorney)

(Clerk of Court)

Address _____

(Seal of Court)

City _____

Telephone _____

Date of Service: _____, 20_____

(To be inserted by officer on copy left with defendant or other person)

Facsimile Telephone _____

(If service by facsimile transmission will be accepted, the telephone number of the plaintiff or plaintiff's attorney's facsimile machine is additionally required).

SHERIFF'S FEES

SERVICE AND/OR RETURN..... \$ _____
MILEAGE..... \$ _____
TOTAL..... \$ _____

**I CERTIFY THAT I SERVED THIS SUMMONS ON DEFENDANT(S) AS FOLLOWS:
(CHECK APPROPRIATE BOX AND COMPLETE INFORMATION BELOW)**

- (a) (Individual defendants-personal):
By leaving a copy and a copy of the complaint with each individual defendant personally.

- (b) (Individual defendants-abode):
By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents and also by sending a copy of the Summons in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode.

- (c) (Corporation defendants):
By leaving a copy and copy of the complaint with the registered agent, office or agent of each defendant corporation.

(d) (Other Service):

Name of Defendant _____
Name of Person _____
Summons given to _____

Sex ____ Race _____ Approx age _____

Place of service _____

Date of Service _____ Time _____
Date of Mailing _____

By _____, Deputy

Name of Defendant _____
Name of Person _____
Summons given to _____

Sex ____ Race _____ Approx age _____

Place of service _____

Date of Service _____ Time _____
Date of Mailing _____

By _____, Deputy

- (e) (Not found):
The within named _____ not found in this County
This _____ day of _____, 20____.
Reason: _____

By _____, Deputy Sheriff of _____ County.