

STATE OF ILLINOIS)

)SS

COUNTY OF WILL )

IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT  
WILL COUNTY, ILLINOIS

(Name All Parties)

\_\_\_\_\_  
\_\_\_\_\_

Plaintiff

VS

\_\_\_\_\_  
\_\_\_\_\_

Defendant

Return

Date: \_\_\_\_\_

CASE NO: \_\_\_\_\_

Amount Claimed

\$ \_\_\_\_\_

**SUMMONS**

To each defendant:

**YOU ARE HEREBY SUMMONED** and required to appear before this Court  
at \_\_\_\_\_, Illinois, at \_\_\_\_\_ (a.m.) (p.m.) on \_\_\_\_\_,  
20\_\_ to answer the complaint in this case, a copy of which is hereto attached. **IF YOU FAIL TO DO SO, A  
JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE  
COMPLAINT.**

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 and not less than 3 days before the day for appearance. If service  
cannot be made, this summons shall be returned so endorsed.

**This summons may not be served later than 3 days before the day for appearance.**

(Seal of Court)

Witness: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
**PAMELA J. McGUIRE**  
Clerk of the Circuit Court

BY: \_\_\_\_\_  
(Deputy)

(Plaintiff's attorney or plaintiff if he is not represented by an attorney)

NAME \_\_\_\_\_  
ATTORNEY FOR \_\_\_\_\_  
ARDC# \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_  
TELEPHONE \_\_\_\_\_