

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>SMALL CLAIMS SUMMONS</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 1<sup>st</sup> Summons issued for this Defendant.</i> )	_____ <b>Case Number</b>

**NOTE:** If you are suing more than 1 Defendant, fill out a *Small Claims Summons* form for each Defendant.

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

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

In **1(c)**, check how you are sending your documents to that Defendant.

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

In **3**, enter your contact information.

Enter your complete address, telephone number, and email address, if you have one

**1. Defendant's address and service information:**

a. Defendant's primary address/information for service:  
 Name (*First, Middle, Last*): \_\_\_\_\_  
 Registered Agent's name, if any: \_\_\_\_\_  
 Street Address, Apt #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

b. If you have more than one address where Defendant might be found, list that here:  
 Name (*First, Middle, Last*): \_\_\_\_\_  
 Street Address, Apt #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

c. Method of service on Defendant  
 certified copy by certified or registered mail     sheriff    OR  
 special process server

**2. Information about the lawsuit:**  
 Amount claimed: \$ \_\_\_\_\_

**3. Contact information for the Plaintiff:**  
 Name (*First, Middle, Last*): \_\_\_\_\_  
 Street Address, Apt #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**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.

You have been sued.

Follow the instructions below on how to appear/answer.

- If you do not appear, the court may decide the case without hearing from you and enter a judgment against you for what Plaintiff is asking.
- Your written *Appearance* must be filed on time and in the proper form.
- Forms for a written *Appearance* are available here: [illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp).
- If Plaintiff is suing you for \$10,000 or less, you do not need to file an *Answer/Response* unless the judge orders you to do so.
- You may file an *Answer/Response* found here: [illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp).
- If you cannot afford to pay the fee for filing your *Appearance* and *Answer/Response*, ask the Circuit Clerk for an *Application for Waiver of Court Fees* found here: [illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp).
- Read all the documents attached to this *Small Claims Summons*.

**Important information for the person receiving this form:**

In 4, enter

- your court date; OR
- your Appearance date;
- check any boxes that apply; AND
- the address of the court building and room where the court date will take place, or where the Defendant may file their *Appearance* or e-file.

For more information about how to complete 4, see *How to File & Serve a Small Claims Complaint* at [illinoiscourts.gov/Forms/approved/Circuit](http://illinoiscourts.gov/Forms/approved/Circuit).

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

To respond to this *Small Claims Summons*, you must:

Go to court:

On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.

Address: \_\_\_\_\_ Courtroom: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**You may be able to attend this court date by phone or video. This is called a “Remote Appearance.” Call the Circuit Clerk at:** \_\_\_\_\_

*Local Circuit Clerk’s phone number*

**or visit their website to find out how to do this.**

File a written *Appearance* with the court:

On or before this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Forms for a written *Appearance* are available here:

[illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp)

**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.)*

**Plaintiff:**

To serve this *Summons*, see *How to Serve a Summons* at [illinoiscourts.gov/Forms/approved/Circuit.asp](http://illinoiscourts.gov/Forms/approved/Circuit.asp).

**All court users:**

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 [efile.illinoiscourts.gov/service-providers.htm](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 [illinoiscourts.gov/faq/gethelp.asp](http://illinoiscourts.gov/faq/gethelp.asp) or talk with your local Circuit Clerk's office.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>	<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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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, or licensed private detective, your signature certifies that everything on the *Proof of Service of Small Claims Summons & 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*  Sheriff  
 *Special* process server/  
licensed private  
detective

**FEES**  
By certified registered mail: \$ \_\_\_\_\_  
Service and Return: \$ \_\_\_\_\_  
Miles: \_\_\_\_\_ \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

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

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