

SHERIFF'S FEES

(Service and return \$ _____
(
(Miles _____ \$ _____
(
(Total \$ _____

Sheriff of _____ County

I certify that I served this summons on defendants as follows:

(a)-**(Individual defendants – Personal)**: (The officer or other person making service, shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant).

(b)-**(Individual defendants – Abode)**: By leaving a copy of the complaint at the usual place of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents of the summons. (The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person).
and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows: Name of defendant Mailing Address Date of mailing

(c)-**(Corporate defendants)**: By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows: Defendant corporation Registered agent, officer or agent Date of Service

(d)-**(Other service)**: _____

Sheriff of _____ County

By: _____
(Deputy)

Summons for Defendant: _____ was served on or left with:

Name/Description: _____ **Sex:** M F **Race:** _____

Approx. age with whom the summons was left with: _____ years of age

Address/Place where summons was left: _____

NOTICE TO DEFENDANT

- (a) This case will not be heard on the day for appearance specified on the reverse side, hereafter called the return day.
- (b) If the complaint is verified (sworn to), your answer must be verified.
- (c) If you have not obeyed this summons and filed a written appearance on or before the return day, an order of default and judgment may be taken against you not sooner than seven (7) days after the return day.
- (d) If you have filed a written appearance on or before the return day, you must file an answer not later than ten (10) days after the return day. If you fail to file an answer within that time, and an order of default and judgment may be taken against you at any time after said ten (10) days.
- (e) If you have filed your appearance and answer as required above, the case will thereafter on motion of any party be set for trial on a day certain at the specified address.
- (f) **IN A FORCIBLE DETAINER CASE, if you wish to contest the claim(s) you must** do the following:
 - a. File a written appearance and pay the statutory appearance fee (*forms available at the main office of the Clerk of the Court, 18 North County Street, Waukegan*) on or before the day and time specified for appearance on your summons.
 - b. You are not required to file a written answer to the complaint in addition to your written appearance, but you will be required to appear in court and be prepared for trial of your case on the seventh (7th) day after the return date stated on your summons. In the event the return date or trial date falls on a Court Holiday (or weekend), the appearance date or trial date shall be on the **next** earliest court day.
- (g) Late filing of an appearance or answer will not relieve you from judgment or default order except by court order.