

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 <https://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/gethelp.asp>

IN THE CIRCUIT COURT OF THE 2nd JUDICIAL CIRCUIT
JEFFERSON COUNTY, ILLINOIS

_____,)
)
Petitioner,)
)
Vs.) No. _____)
)
_____,)
)
Respondent.)

30 DAY SUMMONS

To Respondent (*list Respondent's name*): _____

Address (*list the address including street address, apt. # (if applicable), city, state, zipcode where the sheriff should serve the Respondent*): _____

You are summoned and required to file an answer/response to the petition 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 the service. If you fail to do so, a judgment of default may be entered against you for the relief asked in the complaint/petition.

To the Officer:

This summons must be returned by the officer or other person to whom it was given for the 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.

SEAL
OF
COURT

WITNESS: _____

Clerk of Court

Prepared by _____
Print name: _____
Address: _____
Phone number: _____

Date of Service: _____, 20____ (to be inserted by officer on copy left with defendant or other person).

SHERIFF'S FEES

(Service and return.....\$ _____

(

(Miles _____.....\$ _____

(

(Total.....\$ _____

Sheriff of _____ County

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

a) (Individual defendants-personal). (The officer or other person making service shall (a) identify as to sex, race and approximate age the defendant/respondent, 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/respondent.)

b) (Individual defendants-abode). By leaving a copy of this notice at the usual place of abode of each individual defendant with a person of his family or a person residing there, of the age of 13 years or upwards, informing that person of the contents of this notice. (The officer or other person making service shall (a) identify as to sex, race and approximate age the person, other than the defendant, with whom he left this notice, 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 this notice in a sealed envelope with postage fully prepaid, addressed to the person

named as presumed parent in this notice at his usual place of abode as follows:

Name of Defendant	Mailing address	Date of Mailing
_____	_____	_____, 20__
_____	_____	_____, 20__

c) Corporate defendants. By leaving a copy and a copy of the petition with the registered agent, officer, or agent of each individual corporation as follows:

Name of Defendant Corporation	Registered Agent, officer, or agent	Date of Service
_____	_____	_____, 20__
_____	_____	_____, 20__

d) Other service:

(name of county sheriff) _____, Sheriff of _____ County

By: _____
(Deputy)