

SUMMONS - Action for \$10,000.01 - \$50,000.00

IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT  
McHENRY COUNTY, ILLINOIS

THIS IS AN ARBITRATION CASE

Plaintiff(s)

vs.

Case Number \_\_\_\_\_

Amount Claimed \$ \_\_\_\_\_

Defendant(s)

## ARBITRATION SUMMONS

**To each defendant:**

**YOU ARE SUMMONED** and required to appear before this Court at the McHenry County Government Center, 2200 N. Seminary Avenue, Woodstock, Illinois, Room \_\_\_\_\_ at \_\_\_\_\_ 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.**

**Notice:**

If you have filed your appearance and answer as aforesaid, this case will be heard in Room 355 at McHenry County Government Center, 2200 N. Seminary Avenue, Woodstock, Illinois at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by arbitration without further notice.

**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 of 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 of appearance.



WITNESS \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court

\_\_\_\_\_  
Deputy

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

Name \_\_\_\_\_

Attorney for \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**NOTICE TO DEFENDANT**

- (a) This case will not be heard on the day for appearance specified above, 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 or answer before the return day, an order of default and judgment may be taken against you on 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 10 days after the return day. If you fail to file an answer within that time, an order of default and judgment may be taken against you at any time after said 10 days.
- (e) If you have filed a written appearance and answer on or before the return day, your case will be heard on the scheduled arbitration hearing date.
- (f) Late filing of an appearance or answer will not relieve you from judgment or default order except by court order.

**SHERIFF'S FEES**

Service and return \$ \_\_\_\_\_

Miles \_\_\_\_\_ \$ \_\_\_\_\_

Total Sheriff's Fees \$ \_\_\_\_\_

\_\_\_\_\_  
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 summons 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 and 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 pre-paid, addressed to each individual defendant at his usual place of abode, as follows:

Name of Defendant	Mailing Address	Date of Mailing
_____	_____	_____
_____	_____	_____
_____	_____	_____

**(c) CORPORATION DEFENDANTS:**

By leaving a copy of the summons 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