

SUMMONS - In Forcible Entry and Detainer
IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT
McHENRY COUNTY, ILLINOIS

Plaintiff(s)

vs.

Case Number _____

Defendant(s)

Amount Claimed \$ _____

SUMMONS IN FORCIBLE ENTRY AND DETAINER

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.**

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.



WITNESS _____ 20_____

Clerk of the Circuit Court

By _____
Deputy

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

Name _____

Attorney for _____

Date of service _____ 20_____

Address _____

(To be inserted by officer on copy left with defendant or other person)

City, State Zip _____

Telephone _____

***Defendant must appear not less than 7 nor more than 40 days after issuance of the summons.**

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