

SUMMONS – Small Claims
IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT
McHENRY COUNTY, ILLINOIS

Plaintiff(s)

vs.

Case Number _____

Defendant(s)

Amount Claimed \$ _____

SUMMONS

To each defendant: (Name(s) and Address(es) to be served)

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.**

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 <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 <http://www.illinoiscourts.gov/FAQ/gethelp.asp>.

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 three (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 three (3) days before the day for appearance.

Name _____

Date _____ 20_____

Attorney for _____

Clerk of the Circuit Court

Address _____

Date of Service _____ 20_____

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

City, State Zip _____

Phone/Email _____



****Insert date that is not less than 14 or more than 40 days after issuance.**

NOTICE TO DEFENDANT

If you wish to contest this claim, you must do the following:

Pay the statutory fee and file a written appearance (forms may be obtained from the Clerk of the Circuit Court or on the internet at www.mchenrycircuitclerk.org) on or before the day and time specified above for your appearance, hereinafter called the return day. Also mail or otherwise deliver to the opposing party a copy of your appearance. Then on the return day, the sitting judge shall, in open court, set a time and date for trial not less than 14 days, or more than 35 days after the return day. Each party is responsible for learning the time and date of the trial.

If you do not wish to contest this claim, you need not appear in person or file a written appearance, and a judgment will be entered against you on the return day for the amount claimed by the plaintiff in the complaint plus court costs.

Prepared by _____ Attorney for _____

AFFIDAVIT FOR SERVICE BY CERTIFIED MAIL

_____, being first duly sworn, on oath says that
the last known mailing address of _____
defendant above is _____,
and the last known mailing address of _____,
defendant above, is _____.

Signature

Subscribed and sworn to before me this _____ day of _____, A.D. 20_____

I certify that I served this Summons on the defendant _____, on
the _____ day of _____, A.D. 20____ in the
following manner:

(Signed) _____

FEES

Clerk's Fees _____ \$ _____

Other Fees _____ \$ _____

TOTAL _____ \$ _____

(Signed) _____