

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

(Name all parties)

\_\_\_\_\_

Plaintiff(s)

vs.

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

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

\_\_\_\_\_

Defendant(s)

## 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.**

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 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

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

Name \_\_\_\_\_ Prepared by \_\_\_\_\_

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

Address \_\_\_\_\_ ARDC Number \_\_\_\_\_

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

Telephone \_\_\_\_\_

Email \_\_\_\_\_

**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