



**NOTICE TO DEFENDANT**

**IF YOU WISH TO CONTEST THIS CLAIM**, you must do the following:

Pay the statutory Appearance fee and file a written Appearance (forms may be obtained online or in the main office of the Clerk of the Circuit Court) within 30 days after service of this summons, not counting the day of service.

You must mail or otherwise deliver to the opposing party a copy of your Appearance.

**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.

**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 \_\_\_\_\_.

The undersigned certifies, under penalties provided by law pursuant to 735 ILCS 5/1-109, that the information contained herein is true and correct.

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney

Prepared by:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
ARDC #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**OFFICIAL SHERIFF PROCESS ONLY**

I certify that I served this Summons on defendant(s) as follows:

(a). (Individual defendant(s)-personal):

By leaving a copy of the Summons and Complaint with each individual defendant(s) personally, as follows:

Name of Defendant	Date of Service

(b). (Individual defendant(s)-abode):

By leaving a copy of the Summons and Complaint at the defendant(s) usual place of abode, with some person of the family, or a person residing there of the age of 13 years or upwards, informing that person of the contents of the Summons, and also by sending a copy of the Summons and Complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant(s) at his/her usual place of abode, as follows:

Name of Defendant	Person <u>With</u> Whom Left	Date of Service	Mail Date

(c). (Corporation defendant(s)):

By leaving a copy of the Summons and Complaint with the registered agent officer, or agent of each defendant corporation, as follows:

Defendant Corporation	Registered Agent	Date of Service

(d). (Other service):

\_\_\_\_\_, Sheriff of \_\_\_\_\_ County by \_\_\_\_\_  
deputy. Sheriff's Fees: Service and return \$ \_\_\_\_\_ + Miles \_\_\_\_\_ at \$ \_\_\_\_\_ per mile = total \$ \_\_\_\_\_.  
Sheriff \_\_\_\_\_ of \_\_\_\_\_ County.