

IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT

\_\_\_\_\_ COUNTY, ILLINOIS

\_\_\_\_\_ Petitioner

v.

Case No.: \_\_\_\_\_

\_\_\_\_\_ Respondent

**30 DAY SUMMONS**

**To Respondent** (*list Respondent's name*): \_\_\_\_\_

**Address** (*list the address including street address, apt. # (if applicable), city, state, zip code, where the sheriff should serve the Respondent*): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
You are summoned and required to file an answer/response to the petition in this case, a copy of which is hereto attached, or otherwise file your appearance, in the Office of the Clerk of this Court, within 30 days after service of this summons, not counting the day of the service. If you fail to do so, a judgment of default may be entered against you for the relief asked in the complaint/petition.

To the Officer:

This summons must be returned by the officer or other person to whom it was given for the service, with indorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so indorsed.

This summons may not be served later than 30 days after its date.

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
CLERK OF COURT

Prepared by:

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date of Service: \_\_\_\_\_, 20 \_\_\_\_\_ (to be inserted by officer on copy left with defendant or other person).

Service and return.....\$ \_\_\_\_\_  
Miles \_\_\_\_\_.....\$ \_\_\_\_\_  
Total.....\$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

Sheriff of \_\_\_\_\_ County

I certify that I served this summons on defendants/respondents as follows:

a) Individual defendants – personal: The officer or other person making service shall (a) identify as to sex, race and approximate age the defendant/respondent, 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/respondent.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Individual defendants – abode: By leaving a copy of this notice at the usual place of abode of each individual defendant with a person of his family pr a person residing there, of the age of 13 years or upwards, informing that person of the contents of this notice. (The officer or other person making service shall (a) identify as to sex, race and approximate age the person, other than the defendant, with whom he left this notice, 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 such person.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and also by sending a copy of this notice in a sealed envelope with postage fully prepaid, addressed to the person named as presumed parent in this notice at his usual place of abode as follows:

Name of Defendant

Mailing address

Date of Mailing

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Corporate defendants: By leaving a copy and a copy of the petition with the registered agent, officer, or agent of each individual corporation as follows:

Name of Defendant Corporation	Registered Agent, officer, or agent	Date of Service
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_____	_____	_____
_____	_____	_____

d) Other service:

\_\_\_\_\_  
\_\_\_\_\_

(*name of county sheriff*) \_\_\_\_\_, Sheriff of \_\_\_\_\_ County

By: \_\_\_\_\_  
DEPUTY