

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

MUNICIPAL DEPARTMENT, _____ MUNICIPAL DISTRICT

Name all Parties

Plaintiff(s)
v.

Defendant(s)

Address of Defendant(s)

No. _____
Amount Claimed: \$ _____
*Return Date: _____
Trial Date: _____
Time: _____ Room: _____

Please serve as follows: Certified Mail Sheriff Service (Plaintiff check one) Alias

SMALL CLAIMS SUMMONS
(IL Sup. Ct. Rules 281-288)

To each Defendant:

YOU ARE SUMMONED and required:

To file your written appearance by yourself or your attorney and pay the required fee on* _____ (Return Date).

IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT, A COPY OF WHICH IS HERETO ATTACHED.

THERE WILL BE A FEE TO FILE YOUR APPEARANCE.

To file your appearance you need access to the internet. Please visit www.cookcountyclerkofcourt.org to initiate this process. Kiosks with internet access are available at all Clerk's Office locations. Please refer to the last page of this document for location information.

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 <https://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: (Sheriff Service)

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.

Atty. No.: _____ Pro Se 99500
Name: _____
Atty for: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Primary Email: _____

Witness Date: _____

DOROTHY BROWN, Clerk of Court
Service by Certified Mail: _____
(Date)
Date of Service: _____
(To be inserted by officer on copy left with Defendant or other person)

* NOTICE TO PLAINTIFF: Not less than 14 or more than 40 days after issuance of Summons

Any person wishing to sue or defend a case as an indigent must petition the court to have the fees, costs and charges associated with the proceedings waived.

Customers may visit www.cookcountyclerkofcourt.org to access the Clerk's filing fees or telephone the District with additional questions.

NOTICE TO DEFENDANT

1. The case will not be heard in court on the return date specified on the reverse side of this form. When you file your appearance and pay the fee required, you will receive your court date. You must come to court on this day.
2. If you do not file an appearance and pay the required fee a JUDGMENT BY DEFAULT may be taken against you for the relief requested in the complaint.

CLERK OF THE CIRCUIT COURT OF COOK COUNTY OFFICE LOCATIONS

Richard J Daley Center

50 W Washington
Chicago, IL 60602

District 2 - Skokie
5600 Old Orchard Rd
Skokie, IL 60077

District 3 - Rolling Meadows
2121 Euclid
Rolling Meadows, IL 60008

District 4 - Maywood
1500 Maybrook Ave
Maywood, IL 60153

District 5 - Bridgeview
10220 S 76th Ave
Bridgeview, IL 60455

District 6 - Markham
16501 S Kedzie Pkwy
Markham, IL 60428

Domestic Violence Court
555 W Harrison
Chicago, IL 60607

Juvenile Center Building
2245 W Ogden Ave, Rm 13
Chicago, IL 60602

Criminal Court Building
2650 S California Ave, Rm 526
Chicago, IL 60608

Domestic Relations Division

Richard J Daley Center
50 W Washington, Rm 802
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Civil Appeals
Richard J Daley Center
50 W Washington, Rm 801
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Criminal Department
Richard J Daley Center
50 W Washington, Rm 1006
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

County Division
Richard J Daley Center
50 W Washington, Rm 1202
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Probate Division
Richard J Daley Center
50 W Washington, Rm 1202
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Law Division
Richard J Daley Center
50 W Washington, Rm 801
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Traffic Division
Richard J Daley Center
50 W Washington, Lower Level
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Daley Center Divisions/Departments

Civil Division
Richard J Daley Center
50 W Washington, Rm 601
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm

Chancery Division
Richard J Daley Center
50 W Washington, Rm 802
Chicago, IL 60602
Hours: 8:30 am - 4:30 pm