

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

MUNICIPAL DEPARTMENT, \_\_\_\_\_ MUNICIPAL DISTRICT

Name all Parties

<p style="text-align: right;">Plaintiff(s)</p>	<p>No. _____</p>
v.	<p>Amount Claimed: \$ _____</p>
<p style="text-align: right;">Defendant(s)</p>	<p>*Return Date: _____</p>
<p style="text-align: right;">Address of Defendant(s)</p>	<p>Trial Date: _____</p>
	<p>Time: _____ Room: _____</p>

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](http://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.

<p>Atty. No.: _____ Pro Se 99500</p> <p>Name: _____</p> <p>Atty for: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Telephone: _____</p> <p>Primary Email: _____</p>	<p>Witness Date: _____</p> <p style="text-align: center;">_____ DOROTHY BROWN, Clerk of Court</p> <p>Service by Certified Mail: _____ (Date)</p> <p>Date of Service: _____ (To be inserted by officer on copy left with Defendant or other person)</p>
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\* 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](http://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