

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 in:

Richard J Daley Center  
50 W Washington, Rm 602  
Chicago, IL 60602  
District 3 - Rolling Meadows  
2121 Euclid, Rm 121  
Rolling Meadows, IL 60008  
District 5 - Bridgeview  
10220 S 76th Ave, Rm 121  
Bridgeview, IL 60455

District 2 - Skokie  
5600 Old Orchard Rd, Rm 136  
Skokie, IL 60077  
District 4 - Maywood  
1500 Maybrook Dr, Rm 236  
Maywood, IL 60153  
District 6 - Markham  
16501 S Kedzie Pkwy, Rm 119  
Markham, IL 60428

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.

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.

**THERE WILL BE A FEE TO FILE YOUR APPEARANCE**

Atty. No.: \_\_\_\_\_ Pro Se 99500

Witness Date: \_\_\_\_\_

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

DOROTHY BROWN, Clerk of Court

Atty for: \_\_\_\_\_

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

Service by Certified Mail: \_\_\_\_\_  
(Date)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Service: \_\_\_\_\_  
(To be inserted by officer on copy left with Defendant or other person)

Primary Email: \_\_\_\_\_

Secondary Email: \_\_\_\_\_

Tertiary Email: \_\_\_\_\_

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

**DOROTHY BROWN, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

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.