

IN THE CIRCUIT COURT FOR THE TWENTIETH JUDICIAL CIRCUIT  
MONROE COUNTY, ILLINOIS

v.

)  
)  
)  
)  
)  
)  
)  
)  
)

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

**SUMMONS**

To each Defendant: \_\_\_\_\_

YOU ARE SUMMONED and required to file an answer in this case, or otherwise file your appearance, in the office of the Clerk of this Court at Monroe County Courthouse, 100 South Main Street, Waterloo, Illinois, within 30 days after service of this summons, not counting the day of service. IF YOU FAIL TO DO SO, A JUDGMENT OR DECREE BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

To the Officer:

This summons must be returned by the officer or other person to whom it was given for 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, \_\_\_\_\_, 20\_\_

(Seal of Court)

\_\_\_\_\_  
CLERK OF THE CIRCUIT COURT

\_\_\_\_\_  
DEPUTY CLERK

Name  
Attorney for  
Address  
City  
Telephone

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

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

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

I certify that I served this summons on Defendant(s) as follows:

**(a)-(Individual Defendants-Personal):**

(The officer or other persons making service, shall (a) identify as to sex, race and approximate age of the Defendant with whom the summons was left; 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 Defendant.)

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

**(b)-(Individual Defendants-abode)**

By leaving a copy and a copy of the Complaint at the usual place of abode of each individual Defendant with a 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.

(The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person, other than the Defendant, with whom the summons was left; 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 person.)

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

and also by sending a copy of the summons and of the Complaint in a sealed envelope with postage fully prepaid, addressed to each individual Defendant at his or her usual place of abode, as follows:

Name of Defendant	Mailing Address	Date of Mailing
_____	_____	_____
_____	_____	_____

**(c)-(Corporation Defendants):**

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

Defendant Corporation	Registered Agent, Officer or Agent	Date of Service
_____	_____	_____
_____	_____	_____

**(d)-(Other service):**

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

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

By \_\_\_\_\_, Deputy