



In 2, enter your contact information.

Enter your complete address, telephone number, and email address, if you have one.

**2. Contact information for the Plaintiff:**

Association  Landlord/Owner  Agent  Receiver

Name (First, Middle, Last): \_\_\_\_\_

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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

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

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

**Instructions for person getting this form (Defendant):**

The Plaintiff has filed a case in court to have you evicted. The Plaintiff's *Eviction Complaint* is attached.

- **If you do not go to court**, you could lose the case by default.
- The judge could order you to move and pay the Plaintiff money.
- Before you go to court, read **YOU HAVE RIGHTS** on page 3.
- If you are not ready for trial on your court date, you may ask the judge for more time. The judge does not have to give you more time.

**3. Instructions for the person receiving this Eviction Summons (Defendant):**

You must attend court on the date below:

\_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m. in \_\_\_\_\_  
*Date Time Courtroom*

**In-person at:**

\_\_\_\_\_  
*Courthouse Address City State ZIP*  
OR

**Remotely** (you may be able to attend this court date by phone or video conference.)

This is called a "Remote Appearance.")

By telephone: \_\_\_\_\_  
*Call-in number for telephone remote appearance*

By video conference: \_\_\_\_\_  
*Video conference website*

\_\_\_\_\_  
*Video conference log-in information (meeting ID, password, etc.)*

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website at:  
*Circuit Clerk's phone number*

\_\_\_\_\_ to find out more about how to do this.  
*Circuit Clerk's website*

*Seal of Court*

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

Clerk of the Court: \_\_\_\_\_

**To the Sheriff or special process server:** Serve this *Eviction Summons* and *Eviction Complaint* on the Defendant named above. This summons must be served at least 3 days before the court date (7 days in Cook County). Check with the Circuit Clerk.

Date of service: \_\_\_\_\_  
*(Date to be entered by an officer or process server on the copy of this Summons left with the Defendant or other person.)*

In 3, the plaintiff should enter:

- The court date and time that the clerk's office assigns to the case.
- The address of the courthouse.
- The call-in or video conference information for remote appearances (if applicable).
- The clerk's phone number and website.

All of this information is available from the Circuit Clerk.

For more information about how to complete 3, see *How to File & Present an Eviction Case* at [illinoiscourts.gov/documents-and-forms/approved-forms](http://illinoiscourts.gov/documents-and-forms/approved-forms). You can also call or text Illinois Court Help at 833-411-1121.

**STOP!**

The Circuit Clerk will fill in this section.

**STOP!**

The officer or process server will fill in the Date of Service.

## ARE YOU THE DEFENDANT? SEE BELOW

### AN EVICTION CASE HAS BEEN FILED

The Plaintiff is trying to evict you. If you lose this case, you will have to move and possibly pay the Plaintiff money. Get to court on time. Only you or a lawyer can appear in court on your behalf. You may not send a friend or relative in your place. If you want to talk to a lawyer about your case, ask the judge for a continuance.

### IF YOU DO NOT GO TO COURT

The case will go ahead whether or not you go to court. If you are not in court, the judge will only hear the Plaintiff's side of the story and may order you to move within a very short period of time. If you do not move during that period, the sheriff can evict you and all other occupants from the property and you may lose your belongings. If you miss your court date and the judge orders you to move, you can file a motion explaining why you missed court and ask the judge for another chance to explain why you should not be evicted. Talk to a lawyer or visit [illinoislegalaid.org/](http://illinoislegalaid.org/) for more information.

### YOU HAVE RIGHTS

1. You may come to court and tell your side of the story. If you have any receipts, photographs, or other documents that support your side of the story, bring them to court. You can let the judge know that you have these documents when it is your turn to speak.
2. You have a right to demand a trial by jury. Jury trials are complicated, so you may want to consult with a lawyer before demanding a jury trial. A jury demand should be filed on or before the first date you have to come to court. If you have not done it by that date, the judge might not give you more time to file it.
3. You may have a lawyer represent you in court but the court will not appoint a lawyer for you. If you want a lawyer, you must get one right away. You may go to the court date and ask the judge for time to get a lawyer.
4. You may be required to pay a fee to file an appearance or a jury demand. If you cannot afford the fee, you may fill out and file an *Application for Waiver of Court Fees* found at: [illinoiscourts.gov/documents-and-forms/approved-forms](http://illinoiscourts.gov/documents-and-forms/approved-forms).
5. If you do not have a lawyer but can afford one, you can call one of the following Lawyer Referral Services and ask them to recommend a lawyer for you:
  - Chicago Bar Association Lawyer Referral Service: (312) 554-2001
  - Cook County Bar Association Lawyer Referral Service: (312) 630-1157
  - Illinois State Bar Association: (800) 922-8757
  - Other Lawyer Referral Services are available online.
6. If you cannot afford a lawyer, a legal aid organization may be able to help you for free or at a reduced rate.  
**If you live in Cook County**, call CARPLS: (312) 738-9200. CARPLS is a legal aid referral service that can connect you with one of Cook County's many legal aid organizations. You may also contact these organizations directly:
  - Cabrini Green Legal Aid (CGLA): (312) 738-2452
  - Lawyers' Committee for Better Housing (LCBH): (312) 347-7600
  - Legal Aid Chicago: (312) 341-1070**If you live in Northern Illinois but outside Cook County**, call Prairie State Legal Services: (800) 531-7057  
**If you live in Central and Southern Illinois**, call Land of Lincoln Legal Aid: (877) 342-7891
7. For more information about your rights, visit: [illinoislegalaid.org/](http://illinoislegalaid.org/).



I was not able to serve the **Eviction Summons and Eviction Complaint** on the Defendant:

\_\_\_\_\_  
*First, Middle, Last*

I made the following attempts to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant:

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**If you are a special process server, sheriff outside of Illinois, or licensed private detective, your signature certifies that everything on the *Affidavit of Service of Eviction Summons & Eviction Complaint* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

**By:** \_\_\_\_\_  
*Signature by:*  Sheriff  
 Sheriff outside Illinois:

**FEES**  
Service and Return: \$ \_\_\_\_\_  
Miles: \_\_\_\_\_ \$ \_\_\_\_\_  
Total: \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_  
*County and State*  
 Special process server  
 Licensed private detective

\_\_\_\_\_  
*Print Name*

If *Summons* is served by licensed private detective or private detective agency:  
License Number: \_\_\_\_\_

# HELP WITH RENT IS NOW AVAILABLE



- Are you in eviction court because you fell behind on rent?
- Did you lose income or suffer financial hardship because of Covid-19?
- Are you at risk of becoming homeless?

If you answered “Yes” you may be eligible for rental assistance

## Rental Assistance Programs

### Winnebago County Rental Assistance Program

815-972-RENT (7368) or apply at <http://renthelp.wincoil.us>

### Community Action Rental Assistance Program – City of Rockford

844-710-6919 or apply at <https://tinyurl.com/WinnBooneCARAP>

### Court-Based Rental Assistance Program

866-ILHELP1 (866-454-3571) or apply at [ilrpp.ihda.org](http://ilrpp.ihda.org)

Need additional support? Call HomeStart at 815-962-2011

## Mediation

You may ask the Judge to refer your court case to mediation at your first court appearance. It is free and designed to resolve your case short of going to trial. A mediator will help the parties talk to reach possible settlement. Visit <https://tinyurl.com/intake17> to complete the required intake form. Call 312-772-4493 for more information.

## Legal Resources

**Illinois Legal Aid Online** provides free legal information and help at [www.illinoislegaid.org](http://www.illinoislegaid.org).

### Prairie State Legal Services

is a non-profit law firm that offers free legal services, including advice and court representation for eligible applicants. Apply at 815-965-2902 or visit [www.pslegal.org](http://www.pslegal.org).

## Other Assistance

**Rental Counseling** with a HSS HUD-Approved Counseling Agency may be available at NW HomeStart. Call 815-962-2011 or visit [nwhomestart.org](http://nwhomestart.org).

**Local Resource finder**, free and confidential, available at United Way 211. Call “2-1-1” or visit [findhelp211.org](http://findhelp211.org).



## Need Legal Help?

Eviction Help Illinois provides free legal aid and mediation services to prevent evictions and increase housing stability. Visit [evictionhelpillinois.org](http://evictionhelpillinois.org) or call 855.631.0811 to learn more.