

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	EVICTIION SUMMONS	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of county where you will file the case. Enter your name as Plaintiff. Below "Defendants," enter the names of all the people you are trying to evict. The sheriff will only evict unknown occupants if the "Unknown Occupants" box is checked. Enter the Case Number given by the Circuit Clerk.	<p>Plaintiff (For example, the landlord or owner):</p> <p>_____</p> <p>_____</p> <p style="text-align: center;">v.</p> <p>Defendants (First, middle, last name):</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Unknown Occupants (<i>Unknown Occupants are people living in the property whose names you do not know.</i>)</p> <p><input type="checkbox"/> Alias Summons (<i>Check this box if this is not the 1st Summons issued for this Defendant.</i>)</p>	<p style="text-align: center; border-top: 1px solid black; margin-top: 20px;">Case Number</p>

IMPORTANT INFORMATION:

There may be court fees to start or respond to a case. If you are unable to pay your fees, you can apply for a fee waiver. You can find the fee waiver application at: illinoiscourts.gov/documents-and-forms/approved-forms/.

E-filing is now mandatory with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit 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 illinoiscourts.gov/faq/gethelp.asp or talk with your local circuit clerk's office. If you cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your circuit clerk for more information or visit illinoislegalaid.org.

Call or text Illinois Court Help at 833-411-1121 for information about how to go to court including how to fill out and file forms. You can also get free legal information and legal referrals at illinoislegalaid.org.

Plaintiff: If you are suing more than 1 Defendant, fill out an *Eviction Summons* form for each Defendant, including 1 *Eviction Summons* for all Unknown Occupants, if checked. To serve this *Summons*, see *How to Serve a Summons* at illinoiscourts.gov/documents-and-forms/approved-forms/.

In **1a**, enter the name and address of a Defendant.

In **1b**, enter a second address for Defendant if you have one.

In **1c**, check how you are sending your documents to Defendant. If you need more information, see *How to File Present & Eviction Case* available at illinoiscourts.gov/documents-and-forms/approved-forms/.

1. Defendant's address and service information

- a. Defendant's primary address/information for service:

Name (*First, Middle, Last*): _____

Street Address, Unit #: _____

City, State, ZIP: _____

Telephone: _____ Email: _____
- b. If you have more than one address where Defendant might be found, list that here:

Name (*First, Middle, Last*): _____

Street Address, Unit #: _____

City, State, ZIP: _____

Telephone: _____ Email: _____
- c. Method of service on Defendant

Sheriff Sheriff outside Illinois: _____
County & State

Special process server Licensed private detective

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. 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.

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 IllinoisHousingHelp.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.

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.

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.

Local Resource finder, free and confidential, available at United Way 211. Call “2-1-1” or visit navigateresources.net.



Need Legal Help?

Eviction Help Illinois provides free legal aid and mediation services to prevent evictions and increase housing stability. Visit evictionhelpillinois.org or call 855.631.0811 to learn more.

Hay ayuda disponible para pagar la renta



- ¿Tiene un caso en el Tribunal de Desalojo porque se retrasó con el pago de la renta?
- ¿Perdió sus ingresos o sufrió dificultades económicas a causa de Covid-19?
- ¿Está en peligro de perder su hogar?

Si la respuesta es “Sí”, Ud. Puede ser elegido(a) para recibir asistencia con el pago de la renta.

Rental Assistance Programs/ Programas de Asistencia con la Renta

Programas de Asistencia del Condado de Winnebago

815-972-RENT (7368) o solicite en <http://renthelp.wincoil.us>

Community Action Rental Assistance Program – City of Rockford

844-710-6919 o solicite en <https://tinyurl.com/WinnBooneCARAP>

Court-Based Rental Assistance Program

866-ILHELP1 (866-454-3571) o solicite en IllinoisHousingHelp.org

¿Necesita ayuda adicional? Llame a HomeStart al 815-962-2011

Mediación

Usted puede pedirle al Juez en su primera presentación en el tribunal, que refiera su caso a Mediación. Esto es gratis y está diseñado para resolver su caso antes de ir a un juicio. Un mediador ayudará a las partes a conversar para llegar a un posible acuerdo. Visite <https://tinyurl.com/intake17> para completar la solicitud de ingreso. Para más información llame al 312-772-4493

Recursos legales

Illinois Legal Aid Online provee ayuda e información gratis en www.illinoislegaid.org.

Prairie State Legal Services, es una oficina de abogados sin fines de lucro que ofrece servicios legales gratis, incluyendo consejo y representación para los solicitantes que son elegibles. Solicite al 815-965-2902 o visite www.pslegal.org.

Otros recursos de asistencia

Consejería para arrendatarios, con una Agencia de Consejería Aprobada de HSS HUD- puede estar disponible en NW HomeStart. Llame al 815-962-2011 o visite nwhomestart.org

Recursos locales, gratis y confidenciales disponibles en United Way 211. Llame al “2-1-1” o visite navigateresources.net



¿Necesita ayuda legal?

Eviction Help Illinois provee ayuda legal y servicios de mediación para prevenir desalojos e incrementar la estabilidad de la vivienda. Para más información, visite evictionhelpillinois.org o llame a 855.631.0811