

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	SUMMONS PROTECTIVE ORDERS	<i>For Court Use Only</i>
Instructions	_____ Petitioner <i>(First, middle, last name)</i> v. _____ Respondent <i>(First, middle, last name)</i> <input type="checkbox"/> Alias Summons <i>(Check this box if this is not the 1st Summons issued for this Respondent.)</i>	_____ Case Number
Enter above the county name where the case was filed.		
Enter your name as Petitioner.		
Enter the name of the person you are suing as Respondent.		
Enter the Case Number given by the Circuit Clerk.		

IMPORTANT INFORMATION:

There may be court fees to respond to a case. If you are unable to pay your court 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. One exemption is for filing sensitive documents including in protective order cases. If you cannot e-file for this reason or another approved reason, you may file in-person or by mail by using the *Certification for Exemption from E-filing* form at illinoiscourts.gov/documents-and-forms/approved-forms/. If you choose 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. 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.

In **1**, enter the name of the person you are seeking protection from and their contact information.

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

In **1c**, check how you are sending your documents to Respondent.

In **2**, check the box that describes the type of case you started against the Respondent.

1. Respondent’s address and service information

- a. Respondent'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 Respondent might be found, list that here:
 Name *(First, Middle, Last)*: _____
 Street Address, Unit #: _____
 City, State, ZIP: _____
 Telephone: _____ Email: _____
- c. Method of service on Respondent:
 Sheriff Sheriff outside Illinois: _____
County & State
 Special process server Licensed private detective

2. Petitioner has filed against you for the following

- Order of Protection Stalking No Contact Order
- Civil No Contact Order Other _____

Respondent:

- You are required to file an answer or otherwise appear within 7 days of service of this *Summons*.
- Appearance and Answer/Response forms can be found at: illinoiscourts.gov/documents-and-forms/approved-forms
- If you fail to appear on the hearing date or on any subsequent hearing date agreed to by the parties or set by the court, a plenary (*final*) order of protection may be entered by default for any of the remedies sought in the petition.

In 3, fill in the date, time, and location of your next court date. Also fill in the clerk’s phone number and website. All of this information is available from the Circuit Clerk. Find their phone number at illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/.

3. Instructions for person receiving this form (Respondent)

- Go to court on the date in the attached *Order*.
- Go to court on: _____ at: _____ a.m. p.m. in _____
Date Time Courtroom

Courthouse Address City State ZIP

You may be able to attend this court date by phone or video conference. This is called a “Remote Appearance.”

Call the Circuit Clerk at: _____ or visit their website
Circuit Clerk’s phone number

at: _____ to find out more about how to do this.
Website

4. Contact information for Petitioner

- This is Petitioner’s information and address; OR
- The Petitioner’s address is protected. The address below is a place where notices can be sent.

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

Street Address, Apt #: _____

City, State, ZIP: _____

Telephone and email: _____

Date Issued: _____

Seal of Court

STOP!
The Circuit Clerk will fill in this section.

Clerk of the Court: _____

Date of Service: _____
(Date to be entered by an officer or process server on the copy of this Summons left with the Respondent or other person.)

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

Petitioner: To serve this *Summons*, ask the Sheriff to deliver it to Respondent. Ask the Circuit Clerk how to give the *Summons* to the Sheriff.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY		PROOF OF SERVICE FOR PROTECTIVE ORDERS		<i>For Court Use Only</i>	
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Enter your name as Petitioner.					
Enter the name of the person you are suing as Respondent.					
Enter the Case Number given by the Circuit Clerk.					

****Stop. Do not complete the form. The sheriff or special process server will fill in the form.****

My name is _____ **and I state**
First, Middle, Last

that I served the *Summons, Petition, and any Order issued in this case on the Respondent*
as follows:

First, Middle, Last

Personally on the Respondent:

Male Female Non-Binary Approx. Age: _____ Race: _____

On this date: _____ at this time: _____ a.m. p.m.

Address, Unit #: _____

City, State, ZIP: _____

On someone else at the Respondent's home who is at least 13 years old and is a family member or lives there:

On this date: _____ at this time: _____ a.m. p.m.

Address, Unit #: _____

City, State, ZIP: _____

And left it with: _____

First, Middle, Last

Male Female Non-Binary Approx. Age: _____ Race: _____

and by sending a copy to this Respondent in a postage-paid, sealed envelope to the above address on _____, 20 _____.

I was not able to serve the *Summons, Petition, or any Order on Respondent:*

First, Middle, Last

I made the following attempts to serve the *Summons, Petition, and any Order* issued in this case on the Respondent:

1. On this date: _____ at this time: _____ a.m. p.m.

Address: _____

City, State, ZIP: _____

Enter the Case Number given by the Circuit Clerk: _____

Other information about service attempt: _____

2. On this date: _____ at this time: _____ a.m. p.m.

Address: _____

City, State, ZIP: _____

Other information about service attempt: _____

3. On this date: _____ at this time: _____ a.m. p.m.

Address: _____

City, State, ZIP: _____

Other information about service attempt: _____

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

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

By:

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.

Signature by: Sheriff
 Sheriff outside Illinois:

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: _____