

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT  
LAKE COUNTY, ILLINOIS

\_\_\_\_\_  
Plaintiff(s)  
vs.  
\_\_\_\_\_  
Defendant(s)

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

Amount Claimed \$ \_\_\_\_\_

**SMALL CLAIMS SUMMONS**

**To each defendant:**

**YOU ARE HEREBY SUMMONED** and required to appear before this Court at Courtroom 306, 18 North County Street, Waukegan, Illinois, at \_\_\_\_\_  AM  PM, on \_\_\_\_\_, 20\_\_ to answer the complaint in this case, a copy of which is hereto attached. IF YOU FAIL TO DO SO, A JUDGMENT 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 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.

WITNESS \_\_\_\_\_, 20\_\_

(Seal of Court)

\_\_\_\_\_  
(Clerk of the Circuit Court)

\_\_\_\_\_  
(Deputy)

(Plaintiff's attorney or plaintiff if he or she is not represented by an attorney)

Prepared by:

Name: \_\_\_\_\_ Pro Se

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

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

Phone: \_\_\_\_\_ Zip Code: \_\_\_\_\_

ARDC #: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**NOTICE TO DEFENDANT**

**IF YOU WISH TO CONTEST THIS CLAIM**, you must do the following:

Pay the statutory Appearance fee and file a written Appearance (forms may be obtained online or in the main office of the Clerk of the Circuit Court) on or before the date and time specified above for your appearance, hereafter called the return date. You must mail or otherwise deliver to the opposing party a copy of your Appearance. If the Appearance is timely filed and the fee paid, you are not required to appear in court in person on the return date. Your case will then be tried on the 14th day after the return date, and you should be present in court at the above specified address prepared to proceed to trial.

In the event the trial day falls on a court holiday, the trial shall be held on the next earliest court day following said court holiday.

**IF YOU DO NOT WISH TO CONTEST THIS CLAIM**, you need not appear in person or file a written appearance and a judgment will be entered against you on the return day for the amount claimed by the plaintiff in the complaint plus court costs.

**AFFIDAVIT FOR SERVICE BY CERTIFIED MAIL**

\_\_\_\_\_, being first duly sworn on oath says that  
the last known mailing address of \_\_\_\_\_ defendant  
above is \_\_\_\_\_  
and the last known mailing address of \_\_\_\_\_ defendant  
above is \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, AD. 20\_\_\_\_\_

\_\_\_\_\_