

**LETTER TO THE SHERIFF  
(SERVING A SUMMONS AND FORMS)**

**Instructions to User**

1. Complete this letter.
2. With this letter, include the *Summons* and a copy of the *Petition for Dissolution of Marriage/Civil Union*, payment or *Order for Waiver of Court Fees*, and a self-addressed and stamped envelope for the sheriff to mail the Affidavit of Service to you.
3. Send your letter and the documents listed above to the sheriff's office in the county and state where your spouse lives.

Date: \_\_\_\_\_

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

Address of sheriff \_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: \_\_\_\_\_  
*Plaintiff/Petitioner* *Defendant/Respondent*

I am enclosing the *Summons* and *Petition for Dissolution of Marriage/Civil Union*

to be served on: \_\_\_\_\_  
*Name of Spouse*

\_\_\_\_\_

*Street, Apt #* *City* *State* *Zip*

Check the box that applies:

- I am enclosing an *Order for Waiver of Court Fees* entered by the Court in \_\_\_\_\_ County, Illinois, which waives the cost of service; **OR**
- I am enclosing the cost of service \$ \_\_\_\_\_.

After you have served the enclosed documents, please complete the Affidavit of Service and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_  
*City* *State* *Zip*

\_\_\_\_\_  
*Phone*