

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

SUMMONS (Action for \$10,001 - \$50,000)

(Name all parties)

)	
)	
Plaintiff(s))	
)	
vs.)	THIS IS AN ARBITRATION CASE
)	
)	No. _____
)	
Defendant(s))	Amount claimed \$ _____
)	

**THIS IS AN ARBITRATION CASE
SUMMONS**

TO EACH DEFENDANT:

YOU ARE HEREBY SUMMONED and required to appear before this Court at 18 North County Street, Waukegan, Illinois, **Courtroom** ___ at _____ AM PM, on _____, 20____, * to answer the complaint in this case, a copy of which is hereto attached. A Case Management Conference shall be held on the first return date after service.

E-filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit <https://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 <http://www.illinoiscourts.gov/FAQ/gethelp.asp>.

NOTICE TO PLAINTIFF/PLAINTIFF'S ATTORNEY:

* When preparing the above summons, you shall insert a return date not less than 28 nor more than 40 days after the date of issuance. A disclosure statement pursuant to Supreme Court Rule 222 shall be attached to the complaint. If you fail to appear on the return date shown above, the case may be dismissed for want of prosecution.

NOTICE TO DEFENDANT/DEFENDANT'S ATTORNEY:

Parties are required to appear on the original return date or any continued date. If you fail to appear on the original return date, a judgment by default may be entered against you without further notice.

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 30 days after its date.

WITNESS _____, 20_____

(Seal of Court)

(Clerk of the Circuit Court)

(Deputy)

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

Prepared by:

Name: _____ Pro Se

Address: _____

City: _____ State: _____

Phone: _____ Zip Code: _____

ARDC #: _____

E-mail address: _____

SHERIFF'S FEES (Service and Return \$ _____
 (Miles \$ _____
 (Total \$ _____

 Sheriff of _____ County

I certify that I served this summons on defendants as follows:

(a) – Individual defendants – personal:
 The officer or other person making service shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant.

(b) – Individual defendants – abode:
 By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents of the summons. The officer or other person making service shall (a) identify as to sex, race and approximate age of the person, other than the defendant, with whom he left the summons and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person.

And also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows:

Name of Defendant	Mailing Address	Date of Mailing
_____	_____	_____
_____	_____	_____
_____	_____	_____

(c) – Corporation defendants:
 By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation, as follows:

Defendant corporation	Registered agent, officer or agent	Date of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

(d) – Other Service:

_____, Sheriff of _____ County
 By: _____

Dated this _____ day of _____, 20_____