

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

|       |   |              |
|-------|---|--------------|
|       | ) |              |
|       | ) |              |
| _____ | ) |              |
| vs.   | ) | Plaintiff(s) |
|       | ) |              |
|       | ) |              |
| _____ | ) |              |
|       | ) | Defendant(s) |

Gen No. \_\_\_\_\_

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

**SMALL CLAIMS SUMMONS**

**To the defendant:**

On the date indicated below, do not come to the courtroom. You must instead appear in court using Zoom video or telephone conferencing. This is to protect your safety, and the safety of others. Each scheduled court call will have a Zoom Meeting ID, Password and Link posted by courtroom, date and time at the following website: <https://19thcircuitcourt.state.il.us/2163/Remote-Court-Hearings>.

You should attend court by clicking on this link and entering the Meeting ID and Password. If you fail to attend court by Zoom, you may be defaulted. A Zoom Instruction and Protocol Sheet can be found in both English and Spanish at the following website:

<https://19thcircuitcourt.state.il.us/DocumentCenter/View/2812/ZoomInstruction-and-Protocol-Sheet-51820>

Por motivos de su propia seguridad y la de los demás, las comparecencias en el juzgado se están realizando únicamente por medio de video y teleconferencias vía Zoom. Ninguna audiencia se está llevando a cabo en persona. La fecha, la hora, el código de identificación de la reunión en Zoom (ID), la contraseña (Password) y la liga de enlace (Link) en que Ud. Deberá comparecer estarán indicadas por juzgado y lo encontrará en el siguiente sitio web: <https://19thcircuitcourt.state.il.us/2163/RemoteCourt-Hearings>

El horario y enlaces para todas las audiencias judiciales se publicarán en esa página. Para comparecer, Ud. debe de hacer clic en el enlace que le corresponda a su audiencia en particular. Las comparecencias son obligatorias y su incumplimiento estará sujeto a las consecuencias judiciales correspondientes. Las instrucciones sobre cómo utilizar Zoom, las puede encontrar en inglés y/o en español, en la siguiente liga de enlace:

[https://19thcircuitcourt.state.il.us/DocumentCenter/View/2813/Spanish\\_Zoom-Instruction-and-Protocol-Sheet-5182](https://19thcircuitcourt.state.il.us/DocumentCenter/View/2813/Spanish_Zoom-Instruction-and-Protocol-Sheet-5182)

**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.

**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> or talk with the Lake County 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 the circuit clerk for more information or visit [www.illinoislegalaid.org](http://www.illinoislegalaid.org).

If you are unable to pay your court fees, you can apply for a fee waiver for information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to [www.illinoislegalaid.org](http://www.illinoislegalaid.org). You can also ask the circuit clerk’s office for a fee waiver application.

**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 #: \_\_\_\_\_

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 \_\_\_\_\_

The undersigned certifies, under penalties provided by law pursuant to 735 ILCS 5/1-109, that the information contained herein is true and correct.

Date: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Plaintiff/Plaintiff's Attorney