

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

))
))
vs.) No. _____
))
))
))

SUMMONS IN MANDAMUS

To the defendant:

YOU ARE SUMMONED and required to file an answer in this case, or otherwise file your appearance in the office of the clerk of this court, 18 N. County St., Waukegan, Illinois, on or before _____, 20 _____. However, if this summons is served on you less than 5 days before that date, you must file your answer or otherwise file your appearance on or before the 5th day after that date. IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE PETITION.

To the officer:

This summons must be returned by the officer or other person to whom it was given for service, with indorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so indorsed. This summons may not be served later than the above date.

WITNESS _____, 20 ____.

(Seal of Court)

(Clerk of the Circuit Court)

By: _____
(Deputy)

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

Name _____

Attorney for _____

Address _____

City _____

Telephone _____

Date of Service: _____, 20 _____.
(To be inserted by officer on the copy left with the defendant of other person)

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: _____
 (Deputy)