

IN THE CIRCUIT COURT OF THE EIGHTH JUDICIAL CIRCUIT
OF ADAMS COUNTY, ILLINOIS

Plaintiff

v.

No. _____

Amount Claimed: \$ _____

Defendant

SUMMONS

To each defendant:

YOU ARE SUMMONED and required to appear before this Court at the Adams County Courthouse, 521 Vermont Street, Quincy, Illinois in Court Room No. at O'clock A.M., on 20...., to answer the complaint in this case, a copy of which is hereto attached.

IF YOU FAIL TO DO SO, A JUDGEMENT 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 <http://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 your local circuit clerk's office.

To the Officer:

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

Witness, _____

Clerk of Court

SEAL

By _____
Deputy

Date of service _____

(To be inserted by officer on copy left with defendant or other person.)

Name
Attorney for
Address
City
Telephone

SHERIFF'S FEES

Service and Return.....\$ _____

Miles.....\$ _____

Total.....\$ _____

SHERIFF'S RETURN

A) – (Individual defendants-**PERSONAL**):

1. I certify that I served the within Writ on the named Defendant _____
Sex _____ Race _____ Age _____ by leaving a copy thereof with the said defendant personally at
(address) _____
on (date) _____ at _____ AM _____ PM.

2. I certify that I served the within Writ on the named Defendant _____
Sex _____ Race _____ Age _____ by leaving a copy thereof with the said defendant personally at
(address) _____
on (date) _____ at _____ AM _____ PM.

_____, Sheriff, by _____ Deputy

B) – (Individual defendants – **ABODE**):

I certify that I served the within Writ by leaving a copy and a copy of the Complaint at the usual place of abode of each individual defendant with a person of h____ family of the age of 13 years or upwards, informing that person of the contents of the Summons, 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 h____ usual place of abode as follows:

1. _____ (Name of Defendant) _____ (Name of person served) _____ (sex) _____ (race) _____ (age)
_____ On _____ AM _____ PM
(Address served at – Exact if possible) (Date) (Time)
Date of Mailing _____

2. _____ (Name of Defendant) _____ (Name of person served) _____ (sex) _____ (race) _____ (age)
_____ On _____ AM _____ PM
(Address served at – Exact if possible) (Date) (Time)
Date of Mailing _____

_____, Sheriff, by _____ Deputy

C) – (**CORPORATION** defendants):

I have duly served the within Writ upon the within named: _____,
by reading and by delivering a true copy thereof to _____
(title) _____ Sex _____ Race _____ Age _____ at the address of
_____ AM _____ PM.
(Address served at) (Date) (Time)

_____, Sheriff, by _____ Deputy