

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ )

Plaintiff(s)

vs

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ )

Defendant(s)

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

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

SUMMONS

To each defendant:

You are hereby summoned and required to appear before this Court at the Adams County Courthouse, 521 Vermont Street, Quincy, Illinois, in Courtroom # \_\_\_\_\_ located on the \_\_\_\_\_ floor of the \_\_\_\_\_ at \_\_\_\_\_ O'Clock \_\_\_\_M., on \_\_\_\_\_

\_\_\_\_\_, 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.

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 and not less than three days before the day for appearance. If service cannot be made, this summons shall be returned so indorsed.

This summons may not be served later than 3 days before the day for appearance.

Witness, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Clerk of Court

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

by \_\_\_\_\_, Deputy

\_\_\_\_\_

(Seal of Court)

Address:  
City:  
Telephone:

Date of service \_\_\_\_\_,  
(To be inserted by officer on copy left with defendant  
or other person.)

\_\_\_\_\_, 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 \_\_\_\_\_.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Clerk of Court.

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.

### SHERIFF'S FEES

Service and return ..... \$ \_\_\_\_\_  
Miles ..... \$ \_\_\_\_\_  
Total ..... \$ \_\_\_\_\_

.....  
Sheriff of ..... County

### 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  
(address) .....  
on ..... at ..... A.M. .... P.M.  
(date) (time) (time)

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  
(address) .....  
on ..... at ..... A.M. .... P.M.  
(date) (time) (time)

....., 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) .....  
..... (address served at—exact, if possible) ..... On ..... A.M. .... P.M.  
(date) (time) (time)  
Date of Mailing .....

2. .... (name of defendant) ..... (name of person served) ..... (sex) (race) (age) .....  
..... (address served at—exact, if possible) ..... On ..... A.M. .... P.M.  
(date) (time) (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 ..... (address served at—exact, if possible)  
..... A.M. .... P.M.  
(date) (time) (time)

....., Sheriff, by ..... Deputy.