

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.

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.