

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>SUMMONS (Protective Orders)</b>	<i>For Court Use Only</i>
<b>Instructions</b> Enter above the county name where the case was filed.  Enter your name as Petitioner.  Enter the name of the person you are suing as Respondent.  Enter the Case Number given by the Circuit Clerk.	_____ <b>Petitioner</b> ( <i>First, middle, last name</i> )  v.  _____ <b>Respondent</b> ( <i>First, middle, last name</i> )	_____ <b>Case Number</b>

In 1, enter the name of the person you are seeking protection from and their contact information.

**1. Name and address of person to be served**

Name (*First, Middle, Last*): \_\_\_\_\_  
 Street Address, Apt #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

In 2, check the box that describes the type of case you started against the Respondent.

**2. Petitioner has filed against you for the following**

- Order of Protection       Stalking No Contact Order  
 Civil No Contact Order       Other

**Respondent:**

- You are required to file an answer or otherwise appear within 7 days of service of this *Summons*.
- If you fail to appear on the specified hearing date or on any subsequent hearing date agreed to by the parties or set by the court, a 2-year plenary (*final*) order of protection may be entered by default for any of the remedies sought in the petition.

In 3, if you do not know the court date or appearance date ask the Circuit Clerk. Always include the address of the court building and room where the Respondent

**3. Instructions for person receiving this form (Respondent)**

- Appear in court on the date in the attached *Order*.  
 Appear in court on this date: \_\_\_\_\_  
 Courthouse Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

In 4, check the first box and enter your contact information and address. If you do not want the Respondent to know that information, check the second box and give a different address where you can receive legal documents.

**4. Contact information for Petitioner**

- This is Petitioner's information and address; OR  
 The Petitioner's address is protected. The address below is a place where notices can be sent.  
 Name (*First, Middle, Last*): \_\_\_\_\_  
 Street Address, Apt #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone or email: \_\_\_\_\_

By adding your email, you agree to receive court documents by email.

**STOP!**  
The Circuit Clerk will fill in this section.

**Date Issued:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

**Petitioner:** To serve this *Summons*, ask the Sheriff to deliver it to Respondent. Ask the Circuit Clerk how to give the *Summons* to the Sheriff.

**STOP!**  
The person who served the *Summons* (e.g., law enforcement or special process server) will fill in the rest of the form.

**AFFIDAVIT OF SERVICE**

**1. Respondent information**

Male:  Female:  Approx. Age: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Race: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**2. I certify that I served the *Summons*, *Petition*, and/or any *Order* issued in this case by**

a.  leaving a copy with Respondent personally

\_\_\_\_\_  
*First, Middle, Last*

on this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.

at this address: \_\_\_\_\_

**OR**

b.  By leaving a copy of the *Petition* at the usual place of abode of the Respondent with a person of the Respondent's family or a person residing there, 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* in a sealed envelope with postage fully Prepaid, addressed to the Respondent at the Respondent's place of abode

**3. By:**

a.  law enforcement:

\_\_\_\_\_, Sheriff of \_\_\_\_\_ County  
*Sheriff's Name* *Name of County*

by \_\_\_\_\_, Deputy  
*Deputy's Name Who Served*

**OR**

b.  private process server

\_\_\_\_\_  
*Your Signature* *Street Address*

\_\_\_\_\_  
*Print Your Name* *City, State, ZIP*

\_\_\_\_\_  
*Telephone*

**Notary Public** (for private process servers or out-of-state service only)

State of Illinois

County of \_\_\_\_\_

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_  
*Date* *Name*

\_\_\_\_\_  
*Seal* *Signature of Notary*

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

3.  **Respondent was not served**

Respondent was not served because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Service Attempts

Date	Time (a.m./p.m.)	STAR #