

<b>STATE OF ILLINOIS,</b> <b>CIRCUIT COURT</b>  _____ COUNTY	<b>SUMMONS</b> <b>PETITION FOR DISSOLUTION OF</b> <b>MARRIAGE/CIVIL UNION</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 your spouse/partner 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>  <input type="checkbox"/> <b>Alias Summons</b> <i>(Check this box if this is not the 1<sup>st</sup> Summons issued for this Respondent.)</i>	_____ <b>Case Number</b>

### IMPORTANT: You have been sued.

- Read all documents attached to this *Summons*.
- You **MUST** file an official document with the court within the time stated on this *Summons* called an *Appearance* and a document called an *Answer/Response*. If you do not file an *Appearance* and *Answer/Response* on time, the judge may decide the case without hearing from you. This is called “default.” As a result, you could lose the case.
- All documents referred to in this *Summons* can be found at [ilcourts.info/forms](http://ilcourts.info/forms). Other documents may be available from your local Circuit Court Clerk’s office or website.
- After you fill out the necessary documents, you need to electronically file (e-file) them with the court. To e-file, you must create an account with an e-filing service provider. For more information, go to [ilcourts.info/efiling](http://ilcourts.info/efiling). If you cannot e-file, you can get an exemption that allows you to file in-person or by mail.
- You may be charged filing fees, but if you cannot pay them, you can file an Application for Waiver of Court Fees.
- It is possible that the court will allow you to attend the first court date in this case in-person or remotely by video or phone. Contact the Circuit Court Clerk’s office or visit the Court’s website to find out whether this is possible and, if so, how to do this.
- Need help? Call or text Illinois Court Help at 833-411-1121 or go to [ilcourthelp.gov](http://ilcourthelp.gov) for information about going to court, including how to fill out and file documents. You can also get free legal information and legal referrals at [illinoislegalaid.org](http://illinoislegalaid.org).
- ¿Necesita ayuda? Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite [ilcourthelp.gov](http://ilcourthelp.gov) para obtener información sobre los casos de la corte y cómo completar y presentar formularios.

In **1a**, enter the name and address of Respondent.

**1. Respondent's address and service information**

a. Respondent's primary address/information for service:

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

b. If you have more than one address where Respondent might be found, list that here:

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

c. Method of service on Respondent

Sheriff                                   Sheriff outside Illinois \_\_\_\_\_

Special process server                   Licensed private detective \_\_\_\_\_  
County & State

In **1b**, enter a second address for Respondent, if you have one.

In **1c**, check how you are sending your documents to Respondent.

In 2, Enter your name, address, phone number and email address, if you have one. If you do not want your spouse to know your address because of domestic violence, you may use another address. That address must be one at which you can receive mail about the case.

**2. Contact information for the Petitioner:**

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

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

**Important information for the person getting this form:**

You have been sued. Read all of the documents attached to this *Summons*. To participate in the case, you must follow the instructions listed below. If you do not, the court may decide the case without hearing from you and you could lose the case. *Appearance* and *Answer/Response* forms can be found at: [ilcourts.info/forms](http://ilcourts.info/forms).

In 3a, fill out the address of the court building where the Respondent may file or e-file their *Appearance* and *Answer/Response*.

**3. Instructions for person receiving this *Summons* (Respondent):**

a. To respond to this *Summons*, you must file *Appearance* and *Answer/Response* forms with the court within 30 days after you have been served (*not counting the day of service*) by e-filing or at:

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

b. A DISSOLUTION ACTION STAY IS IN FULL FORCE AND EFFECT UPON SERVICE OF THIS SUMMONS. THE CONDITIONS OF THE STAY ARE SET FORTH ON THE BOTTOM OF THIS PAGE. ANY PERSON WHO FAILS TO OBEY THE DISSOLUTION ACTION STAY MAY BE SUBJECT TO PUNISHMENT FOR CONTEMPT.

c. You may be able to attend court by phone or video conference. This is called a "Remote Appearance."

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website  
at: \_\_\_\_\_  
*Website*

**Witness this Date:** \_\_\_\_\_

*Seal of Court*

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

**This *Summons* must be served within 30 days of the witness date.**

Date of Service: \_\_\_\_\_  
*(Date to be entered by an officer or process server on the copy of this Summons left with the Defendant or other person.)*

In 3c, fill out the clerk's phone number and website. All of this information is available from the Circuit Clerk. Find their phone number at [ilcourts.info/CircuitClerks](http://ilcourts.info/CircuitClerks).

**STOP!**

The Circuit Clerk will fill in this section.

**STOP!**

The officer or process server will fill in the Date of Service.

**CONDITIONS OF DISSOLUTION ACTION STAY**

**750 ILCS 5/501.1**

- (a) Upon service of a summons and petition or praecipe filed under the Illinois Marriage and Dissolution of Marriage Act or upon the filing of the respondent's appearance in the proceeding, whichever first occurs, a dissolution action stay shall be in effect against both parties, without bond or further notice, until a final judgement is entered, the proceeding is dismissed, or until further order of the court:
  - (1) restraining both parties from physically abusing, harassing, intimidating, striking, or interfering with the personal liberty of the other party or the minor children of either party; and
  - (2) restraining both parties from concealing a minor child of either party from the child's other parent. The restraint provided in this subsection (a) does not operate to make unavailable any of the remedies provided in the Illinois Domestic Violence Act of 1986.
- (b) (Blank).
- (c) (Blank).
- (d) (Blank).
- (e) In a proceeding filed under this Act, the summons shall provide notice of the entry of the automatic dissolution action stay in a form as required by applicable rules.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>PROOF OF SERVICE OF SUMMONS AND PETITION FOR DISSOLUTION OF MARRIAGE/CIVIL UNION</b>	<i>For Court Use Only</i>	
<b>Instructions</b>		_____ <b>Case Number</b> _____	
Enter above the county name where the case was filed.			
Enter your name as Petitioner.			_____ <b>Petitioner</b> ( <i>First, middle, last name</i> )
Enter the name of your spouse/partner as Respondent.			v. _____
Enter the Case Number given by the Circuit Clerk.	_____ <b>Respondent</b> ( <i>First, middle, last name</i> )		
	<input type="checkbox"/> <b>Alias Summons</b> ( <i>Check this box if this is not the 1<sup>st</sup> Summons issued for this Respondent.</i> )		

**\*\*Stop. Do not complete the form. The sheriff or special process server will fill in the form.\*\***

**My name** \_\_\_\_\_ **and I state**  
*First, Middle, Last*

**that I served the Summons and Petition for Dissolution of Marriage/Civil Union on the Respondent**

**as follows:**

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

**Personally on the Respondent:**

Male  Female  Non-Binary      Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_

On this \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.

Address, Unit \_\_\_\_\_

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

**On someone else at the Respondent's home who is at least 13 years old and is a family member or lives there:**

On this \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.

Address, Unit \_\_\_\_\_

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

And left it with: \_\_\_\_\_

*First, Middle, Last*

Male  Female  Non-Binary      Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_

and by sending a copy to Respondent in a postage-paid, sealed envelope to the  
above address on \_\_\_\_\_, 20 \_\_\_\_ .

I was not able to serve the *Summons* and *Petition* on Respondent:

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

I made the following attempts to serve the *Summons* and *Petition* on the Respondent:

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Address: \_\_\_\_\_  
City, State, \_\_\_\_\_  
Other information about service \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

**If you are a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service of Summons and Petition for Dissolution of Marriage/Civil Union* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**By:**  
\_\_\_\_\_  
*Signature by:*  Sheriff  
 Sheriff outside Illinois:  
\_\_\_\_\_  
*County and State*  
 Special process server  
 Licensed private detective

**FEES**  
Service and Return: \$ \_\_\_\_\_  
Miles \_\_\_\_\_ \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

If *Summons* is served by licensed private detective or private detective agency:  
License Number: \_\_\_\_\_