

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT/ _____ DISTRICT

Plaintiff

vs.

No. _____

Defendant

EX-PARTE MOTION FOR APPOINTMENT OF SPECIAL PROCESS SERVER

Now comes your movant as herein set forth and moves this court for entry of an order appointing

Name Occupation

Place of Employment Street/Address of Employment

to make service of process in this cause.

In support of this Motion, movant states as follows:

1. The person named above is age 18 or older and is not a party to the action.

2. The Sheriff of _____ County has, on _____, attempted but not made service of process upon the defendant.

OR
*3. The Sheriff of _____ County has not attempted service of process upon the defendant; however, the following facts as set forth more specifically in the attached affidavit provide a sufficient basis for the appointment of a special process server. *

Under penalties as provided by law pursuant to 735 ILCS 5/1-109, the undersigned certifies that the statements set forth herein are true and correct, or, on information and belief, certifies that he/she believes them to be true.

Date Movant or Attorney for Movant

Atty. No.: _____
Name: _____
Attorney for: _____
Address: _____
City/Zip: _____
Telephone: _____

*Strike inapplicable paragraph