

STATE OF ILLINOIS UNITED STATES OF AMERICA COUNTY OF DU PAGE
IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

VS.
PLAINTIFF
DEFENDANT

CASE NUMBER

File Stamp Here

MANDAMUS SUMMONS

TO: EACH NAMED DEFENDANT(S):

YOU ARE HEREBY SUMMONED to show cause why a Writ of Mandamus should not be issued against you in the above entitled cause.

Take notice that you must file your demurrer, your answer, or otherwise make your appearance in the office of the Circuit Court Clerk, located in the DuPage County Judicial Center, 505 North County Farm Road, Wheaton, Illinois 60187, on or before _____, 20_____, provided this writ shall be served upon you not less than five days prior to said date.

If this writ shall be served upon you less than five days before said date you will file your demurrer, or your answer or otherwise make your appearance in said Court on_____ at the hour of ____ M. in Court Room Number _____ at DuPage County Judicial Center, 505 N. County Farm Road, Wheaton, Illinois.

IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

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 to your circuit clerk's office.

To the officer:

The summons must be returned by the officer or other person to whom it was give for service, with endorsement of services and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed. This summons may not be served later than 30 days after its date.

WITNESS: CHRIS KACHIROUBAS, Clerk of the Eighteenth Judicial Circuit Court, and the seal thereof, at Wheaton, Illinois.

DATED: _____

Name: _____ Pro Se

DuPage Attorney Number: _____

Attorney for: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

Clerk of the Eighteenth Judicial Circuit

NOTICE: The filing of an appearance or answer with the Circuit Court Clerk requires a statutory filing fee, payable at the time of filing.

Date of Service: _____
(To be inserted by officer on copy left with Defendant or other person.)

SHERIFF'S RETURN

I certify that I served this summons on defendants as follows:
(Check appropriate box, and complete information below)

- (a) (Individual defendants - personal):
By leaving a copy and a copy of the complaint with each individual defendant personally.
- (b) (Individual defendants - abode):
By leaving a copy and a copy of the complaint at the usual place of abode of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents and also by sending a copy of the summons in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode.
- (c) (Corporation defendants):
By leaving a copy and a copy of the complaint with the registered agent, officer or agent of each defendant corporation.
- (d) (Other services):
- (e) (Unable to serve): By _____, Deputy, Badge No. _____

Name of Defendant _____ Name of Defendant _____

Name of Person Summons given to _____ Name of Person Summons given to _____

Sex ____ Race _____ Approximate Age _____ Sex ____ Race _____ Approximate Age _____

Place of Service _____ Place of Service _____

Date of Service _____ Time _____ Date of Service _____ Time _____

Date of Mailing _____ Date of Mailing _____

Sheriff of _____ County

By _____, Deputy