

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

PLAINTIFF

Address

VS City, State, Zip

DEFENDANT

Address

City, State, Zip

CASE NUMBER

**ARBITRATION CASE
SUMMONS**

File Stamp Here

☐ ORIGINAL ☐ DUPLICATE ORIGINAL ☐ ALIAS

To each defendant:

You are hereby Summoned and Required to appear before this Court at the DuPage County Judicial Center, 505 North County Farm Road, Wheaton, Illinois on _____ to answer the
Date Time Courtroom
 complaint of the plaintiff(s), 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 endorsement of service and fees, if any, immediately after service and not less than three (3) days before the date of appearance. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than thirty (30) days after its date.

DATE OF SERVICE

TO BE INSERTED BY OFFICER ON COPY LEFT WITH DEFENDANT
OR OTHER PERSON

Name: _____ ☐ Pro Se

DuPage Attorney Number: _____

Attorney for: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

WITNESS:

CHRIS KACHIROUBAS, Clerk of the Eighteenth
Judicial Circuit Court, and the seal thereof, Wheaton,
Illinois

Date

Clerk of the Eighteenth Judicial Circuit



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.

NOTICE TO PLAINTIFF or PLAINTIFF'S ATTORNEY:

When preparing the above summons, you will insert a return day not less than 21 nor more than 40 days after the date of issuance; said return day for the date of issuance. A disclosure statement pursuant to Supreme Court Rule 222 must be attached to the complaint.

NOTICE TO PARTIES

Parties are required to appear on the return date. If you fail to appear on the return date shown above, your case may be dismissed for want of prosecution.



AFFIDAVIT

_____, being first duly sworn upon oath says that the last known mailing address of
 _____ defendant, is _____
 and the last known address of _____ defendant, is _____

Signed and Sworn before me

 Date

 Notary Public or Circuit Clerk

 Signature of Plaintiff or Attorney for Plaintiff

SHERIFF'S RETURN

I certify that I served this document on defendant(s) as follows:

☐ (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/her family, of the age of 13 years or upwards, informing the 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 _____ Badge No. _____

Name of Defendant _____

Name of Person
summons given to _____

Sex _____ Race _____ Approximate age _____

Place of service _____

City, State _____

Date of service _____ Time _____

Date of Mailing _____

Special Process Server of _____

Name of Defendant _____

Name of Person
summons given to _____

Sex _____ Race _____ Approximate age _____

Place of service _____

City, State _____

Date of service _____ Time _____

Date of Mailing _____

Sheriff of _____ County

Illinois License # _____

By _____

