

IN THE CIRCUIT COURT OF THE 20<sup>TH</sup> JUDICIAL CIRCUIT  
RANDOLPH COUNTY, ILLINOIS

Plaintiff, )  
)  
)  
)  
vs. ) NO.  
)  
)  
Defendant. )

**SUMMONS**

To the defendant:

YOU ARE SUMMONED and required to file an answer in this case, or otherwise file your appearance, in the office of the clerk of this court \_\_\_\_\_,  
(Insert name of building, room number, address, including city)

Illinois, within 30 days after service of this summons, not counting the day of service. IF YOU FAIL TO DO SO, A JUDGMENT OR DECREE BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

ATTENTION: 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 visit <http://www.ilcourts.gov/faq/gethelp.asp> or talk with your local circuit clerk's office.

To the officer:

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

WITNESS \_\_\_\_\_, 20\_\_\_\_.

(Seal of Court)

\_\_\_\_\_  
Clerk of Court

\_\_\_\_\_  
Associate Circuit Clerk Deputy

Name  
Attorney for  
Address  
City  
Telephone

Date of service: \_\_\_\_\_, 20\_\_\_\_.  
(To be inserted by officer on copy left with defendant or other person)