

**STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT
ST. CLAIR COUNTY**

Plaintiff

Vs.

Defendant

)
)
)
)
)

Case No. _____AR_____

THIS IS AN ARBITRATION CASE SUMMONS

To: each defendant: _____

You are hereby summoned and required to appear before this Court at the St. Clair County Courthouse, 10 Public Square, Belleville, Illinois on _____ at the hour of _____ M., in Courtroom No. _____ to answer the 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.**

- You have been sued. Read all documents attached to this Summons. To participate in the case, 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". The Answer/Response is not required in small claims or eviction cases unless ordered by the court. If you do not file an Appearance and Answer/Response on time, the court may decide the case without hearing from you, and you could be held in default and lose the case.
- 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. 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 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. All documents referred to in this Summons can be found at ilcourts.info/forms. Other documents may be available from your local Circuit Court Clerk's office or website.
- ¿Necesita ayuda? Llame o envíe un mensaje de texto a Illinois Court Help al 833-411- 1121, o visite ilcourthelp.gov para obtener información sobre los casos de la corte y cómo completar y presentar formularios.

WITNESS: Clerk of the 20th Judicial Circuit Court and the seal thereof at Belleville, Illinois

Dated _____

Clerk of the 20th Judicial Circuit

NOTICE TO PLAINTIFF

IF THIS SUIT INVOLVES A CLAIM IN TORT, SUPREME COURT RULE 222 DISCLOSURE STATEMENT MUST BE ATTACHED TO THE COMPLAINT.

Name: _____

Address: _____

City/State: _____

Phone: _____

Email Address: _____

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

**CLERK OF THE 20TH JUDICIAL CIRCUIT COURT
BELLEVILLE, ILLINOIS 62220**

I certify that I served this summons on defendant as follows:

(a)- (Individual defendants- personal)

By leaving a copy and a copy of the complaint with each individual defendant personally as follows:

Name of Defendant	Date of Service
_____	_____
_____	_____
_____	_____
_____	_____

(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 10 years or upwards, informing that person of the contents of the summons, and also by sending a copy of the summons and of the complaint in sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode, as follows:

Name of Defendant	Person with whom left	Date of Service	Date of Mailing
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(c)- (Corporation Defendants):

By leaving a copy and a copy of the complaint with the registered agent officer, or agent of each defendant corporation, as follows:

Defendant Corporation	Registered Agent, Officer or Agent	Date of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

(d)- (Other service):

SHERIFF'S FEES Service and return _____ \$ Miles _____ Total _____ _____ Sheriff of _____ County

_____, Sheriff of _____ County
_____, Deputy

NOTICE TO DEFENDANT

- (A) This case will not be heard on the day for appearance specified on the reverse side, hereafter called the return date.
- (B) If the Complaint is verified (sworn to), your Answer must be verified.
- (C) If you have not obeyed this Summons and filed a written Appearance or Answer before the return day, an Order of Default and Judgment may be taken against you on the return day.
- (D) If you have filed a written Appearance on or before the return day, you must file an Answer not later than 10 days after the return day. If you fail to file an Answer within that time, an Order of Default and Judgment may be taken against you at any time after said 10 days.
- (E) If you have filed a written Appearance or Answer on or before the return day, you MUST appear on the return date for setting of the arbitration hearing.
- (F) Late filing of an Appearance or Answer will not relieve you from judgment or default order except by court order.