

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

Plaintiff.	)	Case No.: _____
	)	
v.	)	
	)	
Defendant.	)	

SUMMONS IN ADMINISTRATIVE REVIEW

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, # 10 Public Square, Belleville, Illinois, 62220, within 35 days after the date of this summons.

- 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.

This summons is served upon you by registered or certified mail pursuant to the provisions of the Administrative Review Law.

Date: _____

Seal of Court

Kinnis Williams, Sr., Circuit Clerk

Deputy

Name: _____
Address: _____
City: _____
State & Zip: _____
Phone: _____
Email Address: _____

CERTIFICATE OF MAILING

On _____ was sent by registered mail a copy of this summons to each
defendant as follows:

Date: _____

Kinnis Williams, Sr., Circuit Clerk

Deputy

RETURN.....\$ _____
(Miles.....\$ _____
(Total.....\$ _____

Sheriff of _____ County

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

(a) Individual defendants personal

The officer or other person making service shall (a) identify as to sex, race and approximate age of the defendant with whom he left the summons and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the summons was left with the defendant)

_____ z _____

_____ C+ _____

(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 of the summons. (The officer or other person making service, shall (a) identify as to sex, race and approximate age of the person , other than the defendant, with whom he left the summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of day when the summons was left with such person.

and also by sending a copy of the summons and of the complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode as follows:

Name of Defendant

Mailing Address

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:

Name of Defendant

Registered agent or officer

Date of Service

(D) other service:

_____, Sheriff of _____ County

By: _____
(Deputy)