

**LETTER TO THE SHERIFF  
(SERVING A SUMMONS AND FORMS)**

**Instructions to User**

1. Complete this letter.
2. With this letter, include (1) the *Summons* and (2) a copy of the *documents that have been filed upon the court*, (3) payment or *Order for Waiver of Court Fees*, and (4) a self-addressed and stamped envelope for the sheriff to mail the Affidavit of Service to you.
3. Send your letter and the documents listed above to the sheriff's office in the county and state where your spouse lives.

Date: \_\_\_\_\_

Sheriff of \_\_\_\_\_ County State of \_\_\_\_\_

Address of sheriff \_\_\_\_\_  
\_\_\_\_\_

Dear Sheriff:

Re: \_\_\_\_\_ v. \_\_\_\_\_ Case Number: - -  
*Plaintiff/Petitioner* *Defendant/Respondent*

I am enclosing the *Summons* and a copy of *The Complaint*

to be served on: \_\_\_\_\_  
*Full Name*

\_\_\_\_\_ *Street, Apt #* *City* *State* *Zip*

*Check the box that applies:*

- I am enclosing an *Order for Waiver of Court Fees* entered by the Court in \_\_\_\_\_ County, Illinois, which waives the cost of service; **OR**
- I am enclosing the cost of service \$ \_\_\_\_\_.

After you have served the enclosed documents, please complete the Affidavit of Service and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Street Address, Apt #*

\_\_\_\_\_ *City* *State* *Zip*

\_\_\_\_\_  
*Phone*

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE \_\_\_\_\_ CIRCUIT  
\_\_\_\_\_ COUNTY

Plaintiff, \_\_\_\_\_  
vs. \_\_\_\_\_ No. \_\_\_\_\_  
Defendant. \_\_\_\_\_

**SUMMONS**

To each defendant:

Located at:

YOU ARE HEREBY SUMMONED and required to appear before this court at \_\_\_\_\_,

at \_\_\_\_\_ o'clock \_\_\_\_\_ M., on \_\_\_\_\_, 20\_\_\_\_, to answer the complaint in this case, 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 3 days before the day for appearance. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than 3 days before the day for appearance.

Witness \_\_\_\_\_, 20\_\_\_\_

(Seal of Court)

\_\_\_\_\_  
(Clerk of the Circuit Court)

**CERTIFICATE OF MAILING**

A copy of this summons was mailed to each defendant in the above affidavit, addressed to each at the address shown, by certified mail on \_\_\_\_\_, 20\_\_\_\_ return receipt requested.

Witness \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Clerk of the Circuit Court)

(Plaintiff's attorney or plaintiff if he is not represented by an attorney)

Attorney Name: \_\_\_\_\_  
Representing: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Signed and Sworn before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

**SHERIFF'S FEES**

}	Service and return. . . . .	\$ _____
	Miles _____ . . . . .	_____
	Total. . . . .	\$ _____

\_\_\_\_\_  
Sheriff of Jackson 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.)

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(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 of 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.)

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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 this 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):

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\_\_\_\_\_. Sheriff of Jackson County  
By \_\_\_\_\_ . Deputy