

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

**Instructions to User**

1. Complete this letter. If there is more than one defendant/respondent and they do not all live in the same county, you will need to complete this letter for each sheriff that you will be asking to serve a *Summons*.
2. With this letter, include the *Summons* and a copy of your forms for each of the other parties in your case that live in that county, payment or *Order for Waiver of Court Fees*, and 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 the other party 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*:

to be served on: \_\_\_\_\_  
*Name of Other Party*

\_\_\_\_\_

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

to be served on: \_\_\_\_\_ *(fill in only if there is more than 1 other party)*  
*Name of Other Party*

\_\_\_\_\_

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

to be served on: \_\_\_\_\_ *(fill in only if there are more than 2 other parties)*  
*Name of Other Party*

\_\_\_\_\_

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

Check the box that applies:

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

Once 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*