

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT  
 \_\_\_\_\_ COUNTY, ILLINOIS

\_\_\_\_\_) )  
 )  
 Petitioner (*your name*), )  
 )  
 and ) Case No. \_\_\_\_\_  
 )  
 \_\_\_\_\_ )  
 )  
 Respondent (*the other parent's name*). )

**Instructions:** Use this form to ask the Court to allocate parental responsibilities (significant decision-making responsibility and/or parenting time) of your child(ren). You should file this form in the county where the child(ren) lives.

You can use this form if all of these things are true:

- You are the mother or father of the child(ren);
- Legal parentage of the child(ren) has already been established by court order (including any divorce order that describe the child(ren) as "child(ren) of the marriage") or by signing of a valid Voluntary Acknowledgment of Paternity (VAP) for the child(ren);
- You are not currently married to the Respondent (the other parent); and
- The child(ren) have certain connections to Illinois. (See section 4F of this form for more information.)

If you are asking the court to change an order that already exists, you should use a different form.

NOTE: If someone has court ordered guardianship of your child(ren), you cannot use this form and you should talk to a lawyer about your options.

**PETITION FOR ALLOCATION OF PARENTAL RESPONSIBILITIES OF MINOR CHILD(REN)**

I, \_\_\_\_\_ (*your name*), Petitioner, ask this Court to enter an Order allocating parental responsibilities of the minor child(ren) listed in this Petition. In support of this Petition, I state as follows:

**1. Information about me:**

Name	Address	Age	Employer	Occupation

There is a history of domestic violence and listing my address and employer is not in the best interests of me and/or my child(ren).

**2. Information about Respondent (the other parent):**

*(List as much information as you know. If you don't know something, write "I don't know.")*

Name	Address	Age	Employer	Occupation

**3. Residency (check all that apply):**

- I live in Illinois. I have lived in Illinois since \_\_\_\_\_ (date).
- Respondent (the other parent) lives in Illinois. Respondent (the other parent) has lived in Illinois since \_\_\_\_\_ (date).

**4. Our child(ren)**

A. I am asking the Court to enter an order about the following child(ren) the Respondent (the other parent) and I have together:

Name or initials of child	Age	Currently lives with <i>(me, Respondent, etc.)</i>
1.		
2.		
3.		
4.		
5.		

*(Attach additional pages if needed)*

B. I am the  mother /  father *(check one)* of the child(ren).

**C. Parentage**

*(Check all that apply, but choose only one option for each child. If neither option applies, you cannot use this form.)*

- Parentage of \_\_\_\_\_ *(child(ren)'s name(s) or initials)* was established by Voluntary Acknowledgement of Paternity (VAP) signed by both me and Respondent (the other parent).
- Parentage of \_\_\_\_\_ *(child(ren)'s name(s) or initials)* was established by court or administrative order in case number \_\_\_\_\_ *(list case number)* in \_\_\_\_\_ *(list county and state)*.

D. Unborn Child(ren)

i. Choose one option below if you are the mother:

- I am currently pregnant and believe that Respondent (the other parent) is the father.
- I am currently pregnant and believe that Respondent (the other parent) is not the father.
- I am not pregnant.

ii. Choose one option below if you are the father:

- Respondent (the other parent) is pregnant and I believe that I am the father.
- Respondent (the other parent) is pregnant and I believe that I am not the father.
- To the best of my knowledge, Respondent (the other parent) is not currently pregnant.
- I do not know whether Respondent (the other parent) is currently pregnant.

E. Child(ren)'s Living Arrangements During the Last 5 Years.

The child(ren) has/have lived at the following addresses during the last 5 years. (If there is more than one child and the children have lived apart at any time during the last 5 years, then attach additional pages. If you do not know some of this information, write "I don't know.")

Name(s) of Child(ren): \_\_\_\_\_

From (date)	To (date)	Address (street address, city, state, zip code and county)	Lived with (me, Respondent, etc.)
	Current		

(Attach additional pages if needed)

- There is a history of domestic violence and listing the child(ren)'s address(es) is not in the best interests

of me and/or my child(ren).

F. Jurisdiction

(Check all that apply, but choose only one option for each child. If none of these choices is true, then you cannot use this form.)

\_\_\_\_\_ (child(ren)'s name(s) or initials) is/are **older than 6 months old** and has/have lived in Illinois for at least 6 consecutive months within the past 12 months.

\_\_\_\_\_ (child(ren)'s name(s) or initials) is/are **younger than 6 months old** and has/have lived in Illinois since birth.

Neither of the choices above apply to \_\_\_\_\_ (child(ren)'s name(s) or initials) and the child(ren) have not lived in a state other than Illinois for at least 6 consecutive months within the past 12 months, but the child(ren) and at least one parent have significant connections to Illinois and there is substantial information about the child(ren) available in Illinois.

G. Other People Claiming Rights to the Child(ren) (check only one option):

No one other than me and Respondent (the other parent) claims to have rights to make important decisions for, care for, or spend time with the child(ren).

Someone other than me and Respondent (the other parent) claims to have rights to make important decisions for, care for, or spend time with the child(ren). That person(s) is/are \_\_\_\_\_ (names).

H. Other Court Cases Affecting the Child(ren) (check only one option):

No other court cases: I do not know of any other court cases or orders in Illinois or any other state that might affect the child(ren) (such as orders of protection, paternity, divorce, custody, visitation, allocation of parental responsibilities, child or spousal support, adoption, termination of parental rights, cases involving DCFS, etc.).

Other court cases: I know of the following court cases, both pending and closed, that might affect the child(ren) (such as orders of protection, paternity, divorce, custody, visitation, allocation of parental responsibilities, child or spousal support, adoption, termination of parental rights, cases involving DCFS, etc.):

County & State	Case number	Kind of case (paternity, custody, etc.)


*(Attach additional pages if needed)*

I understand that I have a continuing duty to inform the Court of any legal proceeding in Illinois or any other state that could affect allocation of parental responsibilities. This means that I must let the Court know if I find out about any other court case in Illinois or any other state that could affect my child(ren).

**5. Allocation of Significant Decision-Making Responsibilities**

I am asking the Court to allocate significant decision-making responsibilities for the child(ren) as follows (*check only one option*):

- I have all decision-making: It is in the best interests of the child(ren) that temporary and permanent sole significant decision-making responsibility for the child(ren) be allocated to me.
- Respondent (the other parent) has all decision-making: It is in the best interests of the child(ren) that temporary and permanent sole significant decision-making responsibility for the child(ren) be awarded to Respondent (the other parent).
- Respondent and I share decision-making: It is in the best interests of the child(ren) that temporary and permanent significant decision-making responsibility for the child(ren) be allocated to both me and Respondent (the other parent).
- I am not asking the court to make a decision about significant-decision making responsibility.

**6. Allocation of Parenting Time**

I am asking the Court to allocate parenting time as follows (*check only one option*):

- Both parents have parenting time: It is the best interests of the child(ren) that I be allocated temporary and permanent parenting time with the child(ren), and that Respondent (the other parent) be allocated either unrestricted or restricted parenting time.
- I have all of the parenting time: It is in the best interests of the children that I be allocated all of the temporary and permanent parenting time with the child(ren), and that Respondent (the other parent) not be allocated parenting time.

**7. Child Support**

**A. *(check only one)***

- I am asking the Court to order child support including, if appropriate, support back to the birth of the child and/or birth expenses.
- A child support order has been entered for the support of \_\_\_\_\_  
(child(ren)'s name(s) or initials) in case number \_\_\_\_\_ (case number) entered in \_\_\_\_\_ (county and state).
- I am not asking the court to order child support.
- I am asking the court to reserve child support.

**B. Information about me:**

- i. I am  employed /  unemployed (*check one*).
- ii. I am  able /  unable (*check one*) to help support our child(ren).

**C. Information about Respondent (the other parent):**

- i. Respondent (the other parent) is  employed /  unemployed (*check one*).
- ii. Respondent (the other parent) is  able /  unable (*check one*) to help support our child(ren).

**RELIEF REQUESTED:**

Therefore, I am asking the Court to enter an order which provides as follows (*check all that apply*):

**A. Allocation of Significant Decision-Making Responsibility (*check the same option that you chose in section 5 above*):**

- That temporary and permanent sole significant decision-making responsibility for the minor child(ren) be allocated to me.
- That temporary and permanent sole significant decision-making responsibility for the minor child(ren) be allocated to Respondent.
- That temporary and permanent significant decision-making authority be allocated to both me and Respondent (the other parent).
- I am not asking the Court to enter an order allocating significant decision-making responsibility.

**B. Allocation of Parenting Time (*check the same option that you chose in section 6 above*):**

- That temporary and permanent parenting time be allocated to me, and either restricted or unrestricted parenting time be allocated to Respondent (the other parent).
- That all temporary and permanent parenting time be allocated to me, and that no parenting time be allocated to Respondent (the other parent).

**C. Child Support** (check the same option you chose in section 7 above):

- That Respondent (the other parent) pay child support to me.
- That I pay child support to Respondent (the other parent).
- I am not asking the Court to order child support.
- I am asking the Court to reserve child support

**D. Any other appropriate relief.**

**CERTIFICATION**

Under the penalties for perjury provided by Section 1-109 of the Illinois Code of Civil Procedure, I certify that my statements in this document are true and correct.

Signature: \_\_\_\_\_

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

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_





Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

Employer address: \_\_\_\_\_  
Street Address

City State ZIP

Employer phone number: \_\_\_\_\_

For 1c, if you plan to move, review Section 10 (Relocation of Minor Children) to see if that Section applies to your move.

In 2, list the name and birth date for the minor children of the parties. This plan is only for children who are younger than 18.

- c. If a parent plans to move, they must give the other parent at least 60 days notice, or notice as soon as possible of (1) the intended move date; and (2) the new address unless the address is protected because of domestic violence or abuse.

2. This Parenting Plan is for the Following Children Born to or Adopted by the Parties:

Table with 2 columns: Name, Date of Birth. Rows 1, 2, 3. Includes checkbox for additional children on attached form.

3. Rights and Responsibilities of Both Parents:

Each parent must:

- a. Make day-to-day decisions for the children when they have them, such as routine discipline, minor medical treatment, curfew, chores, and hygiene.
b. Give the other parent the name, address, and telephone number of any health care provider for the children.
c. Have access to the children's school records, child care information, extracurricular activity schedules, and medical, dental, and mental health records unless access is denied by the court.
d. Notify the other parent as soon as possible of emergencies, health care, travel plans, or other significant child-related issues.

4. Significant Decision Making (check only one option for each category):

- a. Education decisions (includes choice of schools and tutors) will be made by:
b. Health decisions (includes medical, dental, and psychological decisions) will be made by:
c. Religious decisions will be made by:
d. Extracurricular/recreational activities decisions will be made by:

In 5a, decide which of the 3 options is best and then check the box in front it. Complete the rest of the information for your choice.

5. Parenting Time:

- a. Time During Monday – Friday
1. Petitioner Respondent will have the children Monday – Friday except for the following:
Petitioner Respondent will have time with the children on:
Monday Tuesday Wednesday Thursday Friday
from a.m. p.m. until a.m. p.m.
This will happen: every week every other week

Petitioner's initials: \_\_\_\_\_

Respondent's initials: \_\_\_\_\_

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

2.  Petitioner  Respondent will have time with the children during Monday – Friday on: \_\_\_\_\_

3.  Petitioner  Respondent will have no time during Monday – Friday

b. Time During the Weekend

1.  Petitioner  Respondent will have time with the children  
 every other weekend  every weekend  
 from \_\_\_\_\_ (day) at \_\_\_\_\_  a.m.  p.m.  
 to \_\_\_\_\_ (day) at \_\_\_\_\_  a.m.  p.m.

2.  Petitioner  Respondent will have time with the children during the weekend on: \_\_\_\_\_

3. No weekend time

The children will be with the other parent all other weekend time.

c. Holiday Schedule (check only one)

1.  The holidays shall be divided between the parents as follows:
- In even-numbered years, Petitioner shall have the minor children on Group A holidays and Respondent shall have the minor children on Group B holidays.
  - In odd-numbered years, Petitioner shall have the minor children on Group B holidays and Respondent shall have the minor children on Group A holidays.

**Group A Holidays:**

- Thanksgiving Day
- Christmas Eve
- New Year's Eve
- \_\_\_\_\_

**Group B Holidays:**

- 4<sup>th</sup> of July
- Labor Day
- Christmas Day
- \_\_\_\_\_

2.  The holidays shall be divided between the parents as follows:

In 5b, decide which of the 3 options is best and then check the box in front of it. Complete the rest of the information for your choice.

In 5c, make a schedule for parenting time during the holidays. First read both options 1 and 2 and pick either option 1 or 2. If you want holidays that are not listed, you can write the holidays you want to add on the blank line in 1 or in the "other" boxes in option 2. In option 2, enter the start and end time for each holiday and check which parent has the holiday in even years and which has it in odd years.

Holiday	Time (include a.m./p.m.)		Even Years	Odd Years
	Start Time	End Time		
New Year's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Mother's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Memorial Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Father's Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
July 4 <sup>th</sup>			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Labor Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Halloween			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Thanksgiving Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Christmas Eve			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Christmas Day			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
New Year's Eve			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.
Other:			<input type="checkbox"/> Pet. <input type="checkbox"/> Res.	<input type="checkbox"/> Pet. <input type="checkbox"/> Res.

Petitioner's initials: \_\_\_\_\_

Respondent's initials: \_\_\_\_\_

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

In 5d, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

d. School Spring Break

- 1.  No specific spring break schedule (*follow the regular parenting schedule*)
- 2.  In even-numbered years, Petitioner shall have the entire spring break. In odd-numbered years, Respondent shall have the entire spring break.
- 3.  Other: \_\_\_\_\_

In 5e, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

e. School Summer Break

- 1.  No specific summer break schedule (*follow the regular parenting schedule*)
- 2.  Each parent shall have \_\_\_\_\_ weeks in the summer:
  - In even-numbered years, Petitioner shall have first choice of dates.
  - In odd-numbered years, Respondent shall have first choice of dates.
  - Each parent will notify the other in writing by May 1<sup>st</sup> each year of the weeks they wish to have summer parenting time.
- 3.  Other: \_\_\_\_\_

In 5f, choose 1, 2 or 3. If you choose 3, you must write in the schedule you want.

f. School Winter Break

- 1.  No specific winter break schedule (*follow the regular parenting schedule*)
- 2.  Each parent shall have one-half of the winter break:
  - In even-numbered years, Petitioner shall have the first half and Respondent shall have the second half.
  - In odd-numbered years, Respondent shall have the first half and Petitioner shall have the second half.
- 3.  Other: \_\_\_\_\_

g. Conflict

If there is conflict, the priority will be:

- 1st Priority: Holiday
- 2nd Priority: School Break
- 3rd Priority: Regular Weekday/Weekend

For example, it is your weekend to have the children, but Saturday is July 4<sup>th</sup> and it is the other parent's turn to have July 4<sup>th</sup>. Because the Holiday schedule has 1st Priority, the other parent will get their time on July 4<sup>th</sup> even though it is your weekend.

I have listed additional parenting time information on the attached *Additional Parenting Time* form.

If you need more room to determine parenting time, check the box and fill out the *Additional Parenting Time* form and file it with this *Parenting Plan*.

6. Transportation of Children (*check only one*):

- a.  Petitioner  Respondent shall provide all transportation.
- b.  Each parent shall pick up the children at the start of their parenting time.
- c.  Each parent shall drop off the children at the end of their parenting time.

In 6, read all the options and choose which option for transportation works best. If you choose "a", check which parent will provide the transportation.

Petitioner's initials: \_\_\_\_\_

Respondent's initials: \_\_\_\_\_

Choose option 7a or 7b. If you check 7b, you must list the address where the drop off and pick up of the children will be.

In 8, check 8a if there will be no right of first refusal. Check 8b if there will be a right of first refusal.

In 9, state when the children can communicate with the other parent. In 9a, you must choose one of the 3 options. If you check Other, you must list when the parent is able to communicate with the children.

Relocation is when a parent seeks to move with children for distances of over 25 or 50 miles (depending on county where they live).

10a explains that the parent who has majority or equal parenting and wants to relocate with children must obtain the permission of the other parent or the court.

10b sets out the information that must be in the notice and when the notice must be given.

Petitioner's initials: \_\_\_\_\_

Respondent's initials: \_\_\_\_\_

**7. Exchange of Children:**

- a.  Drop off and pick up of the children will be at Petitioner's and Respondent's homes unless both parties agree in advance to a different meeting place.
- b.  Drop off and pick up of the children shall take place at: \_\_\_\_\_

**8. First Refusal for Childcare:**

- a.  There is no right of first refusal.
- b.  Each parent must offer the other a first right of refusal as follows:
  - If a parent needs childcare for a period of 24 hours or more during their time with the children, they must give the other parent the option to care for the children before finding other childcare.
  - As soon as the need for childcare is known, the other parent must be immediately notified.
  - The parent offered the right to care for the children must accept the offer within 2 hours, otherwise the parent needing childcare may use another caregiver.
  - Transportation of the children is the same as for other parenting time.

**9. Communication:**

- a. The parent who does not have the children in their care may have electronic communication with the children (*check only one*):
  - Anytime
  - Every day between \_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_  a.m.  p.m.
  - Other: \_\_\_\_\_
- b. Electronic communication includes telephone, e-mail, text, video, etc.
- c. Electronic communication between the children and the other parent must not be unreasonably monitored or interrupted.

**10. Relocation of Minor Children:**

- a. If a parent with the majority of the parenting time or equal parenting time wishes to relocate with the children, they must have the agreement of the other parent or permission from the court when:
  1. The children's primary residence is in Cook, DuPage, Kane, Lake, McHenry, or Will county and the move is within Illinois but more than 25 miles away from their current residence; OR
  2. The children's primary residence is in any other county in Illinois and the move is within Illinois but more than 50 miles away from their current residence; OR
  3. The move is outside of Illinois and more than 25 miles from the children's primary residence.
- b. The parent asking to relocate with the children must provide written notice to the other parent. The notice must:
  1. Be given at least 60 days before the relocation unless that is impossible. If impossible, the notice must be given at the earliest date possible; AND
  2. State the date the parent plans to relocate; AND
  3. State whether the relocation is permanent or for a specific time period; AND
  4. State the new address, if known, unless the address is protected because of domestic violence or abuse.

**10c1** explains what to do if the parents agree on the move and no change to the *Parenting Plan* is needed.

**10c2** explains what to do when the parents agree to the move and need to make changes to the *Parenting Plan*.

**10d** explains what to do if the parents agree with the move but can't agree about the changes to the parenting time schedule.

**10e** explains what to do when the other parent does not agree with the move.

Some state or federal laws require picking a custodian for the children. In **11a**, choose the parent with the majority of the parenting time. If there is equal parenting time, check the parent that will be receiving Federal and State benefits for the children, like SNAP or TANF.

In **11b**, choose the parent that has the majority of the parenting time with the children. If there is equal parenting time, check the parent whose address will be given to the school as the children's home address.

**c. Agreement**

1. If the parents agree on the move and no change is needed to the parenting time schedule, both parties shall sign the notices provided about the move and file it with the court. No court appearance is needed.
2. If the other parent agrees with the move but changes need to be made to parenting time schedule, and the parents are in agreement about the changes to the parenting time schedule, the moving parent must:
  - Have the other parent sign the notice provided about the move;
  - File the signed notice with the court; AND
  - File an updated parenting plan with the court. The court does not need to approve the relocation but the court must approve the changes to the *Parenting Plan*.

**d. Partial Agreement**

If the other parent agrees with the move, but both parents cannot agree on changes to the *Parenting Plan*, the moving parent must:

- Have the other parent sign the notice provided about the move;
- File the signed notice with the court;
- Follow the Resolving Disagreements process set out below to try to reach an agreement with the other parent about changes to the parenting time schedule; AND
- If no agreement can be reached after completing the Resolving Disagreements process, file a petition to modify the parenting time schedule with the court.

**e. No Agreement**

If the other parent does not agree with the move, the parent relocating must:

- Follow the Resolving Disagreements process set out below to try to reach an agreement with the other parent; AND
- If no agreement can be reached after completing the Resolving Disagreements process, file a petition with the court asking for permission to move.

**11. Designation of Children's Custody and Residence for Other Purposes:**

**a. Designation of Custodian for Other Statutes**

Petitioner  Respondent is the parent who has the majority of the parenting time with the children. This designation shall not affect parents' rights and responsibilities under the *Parenting Plan*.

**b. Children's Residential Address**

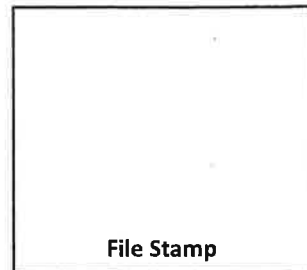
Petitioner's  Respondent's home is the children's residential address for school enrollment purposes only.

Petitioner's initials: \_\_\_\_\_

Respondent's initials: \_\_\_\_\_



STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE 17<sup>th</sup> JUDICIAL CIRCUIT  
BOONE COUNTY, ILLINOIS



\_\_\_\_\_  
Plaintiff(s)

vs.

Case No. \_\_\_\_\_

File Stamp

\_\_\_\_\_  
Defendant(s)

**SUMMONS**  
(Date Certain)

To each Defendant: \_\_\_\_\_

**YOU ARE SUMMONED AND REQUIRED TO APPEAR BEFORE THIS COURT** on \_\_\_\_\_  
at \_\_\_\_\_ in courtroom \_\_\_\_\_ of the Boone County Courthouse, 601 N. Main St., Belvidere, IL, 61008 to answer the  
Complaint in this case, a copy of which is attached hereto.

**IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU  
FOR THE RELIEF ASKED IN THE COMPLAINT.**

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 select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.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 person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. This summons may not be served later than three (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 30 days after its issuance.

WITNESS \_\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court

(Court Seal)

\_\_\_\_\_  
By: Deputy Clerk

\_\_\_\_\_  
(Plaintiff's attorney or plaintiff if not represented by an attorney)

Name \_\_\_\_\_  
Attorney for \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_

Prepared by \_\_\_\_\_  
Attorney Registration No. \_\_\_\_\_  
ARDC No. \_\_\_\_\_  
Email Address \_\_\_\_\_

Date of Service \_\_\_\_\_  
(To be inserted by office on copy left with the employer or other persons)

**SHERIFF'S FEES**

Service and return \$ \_\_\_\_\_

Miles \_\_\_\_\_ \$ \_\_\_\_\_

Total Sheriff's Fees \$ \_\_\_\_\_

\_\_\_\_\_  
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.

**(b) - INDIVIDUAL DEFENDANTS - ABODE:**

By leaving a copy of the summons 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 and 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 pre-paid, 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:

Defendant corporation	Registered agent, officer or agent	Date of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

**(d) - OTHER SERVICE**

\_\_\_\_\_, Sheriff of \_\_\_\_\_ County

By: \_\_\_\_\_

(Deputy)