

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>SUMMONS PROTECTIVE ORDERS</b>	<i>For Court Use Only</i>
<b>Instructions</b>	_____ <b>Petitioner</b> ( <i>First, middle, last name</i> )  V.  _____ <b>Respondent</b> ( <i>First, middle, last name</i> )  <input type="checkbox"/> <b>Alias Summons</b> ( <i>Check this box if this is not the 1<sup>st</sup> Summons issued for this Respondent.</i> )	_____ <b>Case Number</b>
Enter above the county name where the case was filed.		
Enter your name as Petitioner.		
Enter the name of the person you are suing as Respondent.		
Enter the Case Number given by the Circuit Clerk.		

### IMPORTANT: A case has been filed against you.

- Read all documents attached to this *Summons*.
- You **MUST** attend court on the date in this Summons. If you do not attend that date or on any subsequent hearing date agreed to by the parties or set by the court, the judge may decide the case without hearing from you. This is called “default.”
- Within 7 days of receiving this Summons you must file a document called an Appearance. If you do not file required court documents on time, the judge may decide the case without hearing from you. This is called “default.” As a result, you could lose the case and a protective order could be entered against you. You do not have to file a document called an Answer/Response in a protective order case unless ordered to by the judge.
- All documents referred to in this Summons can be found at [ilcourts.info/forms](http://ilcourts.info/forms). Other documents may be available from your local Circuit Court Clerk’s office or website.
- 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](http://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](http://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](http://illinoislegalaid.org).
- ¿Necesita ayuda? Llame o envíe un mensaje de texto a Illinois Court Help al 833-411-1121, o visite [ilcourthelp.gov](http://ilcourthelp.gov) para obtener información sobre los casos de la corte y cómo completar y presentar formularios.

In **1**, enter the name of the person you are seeking protection from and their contact information.

**1. Respondent’s address and service information**

- a. Respondent’s primary address/information for service:

Name (*First, Middle, Last*): \_\_\_\_\_

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

- b. If you have more than one address where Respondent might be found, list that here:

Name (*First, Middle, Last*): \_\_\_\_\_

Street Address, Unit #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

In **1b**, enter a second address for Respondent, if you have one.

In 1c, check how you are sending your documents to Respondent.

c. Method of service on Respondent:

- Sheriff  Sheriff outside Illinois: \_\_\_\_\_  
*County & State*
- Special process server  Licensed private detective

In 2, check the box that describes the type of case you started against the Respondent.

**2. Petitioner has filed against you for the following**

- Order of Protection  Stalking No Contact Order
- Civil No Contact Order  Other \_\_\_\_\_

In 3, fill in the date, time, and location of your next court date. Also fill in the clerk's phone number and website. All of this information is available from the Circuit Clerk. Find their phone number at [ilcourts.info/CircuitClerks](http://ilcourts.info/CircuitClerks).

**3. Instructions for person receiving this form (Respondent)**

- Go to court on the date in the attached Order.
- Go to court on: \_\_\_\_\_ at: \_\_\_\_\_  a.m.  p.m. in \_\_\_\_\_  
*Date Time Courtroom*

\_\_\_\_\_  
*Courthouse Address City State ZIP*

You may be able to attend this court date by phone or video conference. This is called a "Remote Appearance."

Call the Circuit Clerk at: \_\_\_\_\_ or visit their website  
*Circuit Clerk's phone number*

at: \_\_\_\_\_ to find out more about how to do this.  
*Website*

In 4, check the first box and enter your contact information. If you do not want the Respondent to know that information, check the second box and give a different address where you can receive legal documents.

**4. Contact information for Petitioner**

- This is Petitioner's information and address; OR
- The Petitioner's address is protected. The address below is a place where notices can be sent.

Name (First, Middle, Last): \_\_\_\_\_

Street Address, Apt #: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Telephone and email: \_\_\_\_\_

**Date Issued:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

**Date of Service:** \_\_\_\_\_  
*(Date to be entered by an officer or process server on the copy of this Summons left with the Respondent or other person.)*

**STOP!**  
The Circuit Clerk will fill in this section.

**STOP!**  
The officer or process server will fill in the Date of Service.

**Petitioner:** To serve this *Summons*, ask the Sheriff to deliver it to Respondent. Ask the Circuit Clerk how to give the *Summons* to the Sheriff.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ <b>COUNTY</b>	<b>PROOF OF SERVICE FOR PROTECTIVE ORDERS</b>	<i>For Court Use Only</i>
<b>Instructions</b> Enter above the county name where the case was filed. Enter your name as Petitioner. Enter the name of the person you are suing as Respondent. Enter the Case Number given by the Circuit Clerk.	_____ <b>Petitioner</b> ( <i>First, middle, last name</i> )  v.  _____ <b>Respondent</b> ( <i>First, middle, last name</i> )  <input type="checkbox"/> <b>Alias Summons</b> ( <i>Check this box if this is not the 1<sup>st</sup> Summons issued for this Respondent.</i> )	_____ <b>Case Number</b>

**\*\*Stop. Do not complete the form. The sheriff or special process server will fill in the form.\*\***

**My name is** \_\_\_\_\_ **and I state**  
*First, Middle, Last*

**that I served the Summons, Petition, and Orders issued in this case on the Respondent**  
**as follows:**

\_\_\_\_\_  
*First, Middle, Last*

**Personally on the Respondent:**  
 Male  Female  Non-Binary      Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
 On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
 Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

**On someone else at the Respondent's home who is at least 13 years old and is a family member or lives there:**  
 On this \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
 Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 And left it with: \_\_\_\_\_  
*First, Middle, Last*

Male  Female  Non-Binary      Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
 and by sending a copy to this Respondent in a postage-paid, sealed envelope to the  
 above address on \_\_\_\_\_, 20 \_\_\_\_\_.

I was not able to serve the *Summons, Petition, or any Order* on Respondent:

\_\_\_\_\_  
*First, Middle, Last*

I made the following attempts to serve the *Summons, Petition, and any Order* issued in this case on the

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

**If you are a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service for Protective Orders* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**By:**

\_\_\_\_\_  
*Signature by:*  Sheriff  
 Sheriff outside Illinois:  
\_\_\_\_\_  
*County and State*  
 Special process server  
 Licensed private detective

\_\_\_\_\_  
*Print Name*

If *Summons* is served by licensed private detective or private detective agency:  
License Number: \_\_\_\_\_