

IN THE CIRCUIT COURT OF THE 17th JUDICIAL CIRCUIT BOONE COUNTY, ILLINOIS

vs.

Plaintiffs

Defendants

No. _____

Amount Claimed \$ _____

SUMMONS

To each defendant:

YOU ARE HEREBY SUMMONED and required to appear before this court at the Boone County Courthouse, 601 N. Main Street, Belvidere, IL 61008 at _____ o'clock ____ M. on _____,

_____ to answer the complaint in this case, a copy of which is hereto attached. IF YOU FAIL TO DO SO, A JUDGEMENT 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 indorsement of service and fees, if any, immediately after service and not less than three days before the day of appearance. If service cannot be made, this summons, shall be returned so endorsed.

This summons may not be served later than three days before the day of appearance.

WITNESS, _____ , _____

Clerk of court

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

By _____, Deputy

Address _____
City _____
Telephone _____

(Seal of court)

Date of service: _____ , _____
(to be inserted by officer on copy left with defendant or other person)

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

(a) (Individual defendants - personal):

By leaving a copy and a copy of the complaint with each individual defendant personally, as follows:

Name of defendant	Date of service
_____	_____
_____	_____

(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, 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 this usual place of abode, as follows:

Name of Defendant	Person with Whom left	Date of Service	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's Fees

Service	\$ _____
Mileage	\$ _____
Copies	\$ _____
Taking Bond	\$ _____
Return	\$ _____
TOTAL	\$ _____

Sheriff of _____ County

By _____, Deputy