

**IN THE CIRCUIT COURT OF THE 13<sup>TH</sup> JUDICIAL CIRCUIT  
GRUNDY COUNTY, ILLINOIS**

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

Vs

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

Amount Claimed \$ \_\_\_\_\_ plus  
costs

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

**SMALL CLAIMS SUMMONS**

To each defendant: \_\_\_\_\_

You have been named a defendant in the complaint in this case, a copy of which is hereto attached. You are summoned and required to file an appearance, in the office of the clerk of this court, within 30 days after service of this summons, not counting the day of service.

**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 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. If you cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your circuit clerk for more information or visit [www.illinoislegalaid.org](http://www.illinoislegalaid.org).

If you are unable to pay your court fees, you can apply for a fee waiver, for information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to [www.illinoislegalaid.org](http://www.illinoislegalaid.org). You can also as your local circuit clerk’s office for a fee waiver application.”

This Summons must be served within 30 days of its date of issuances.

WITNESS, \_\_\_\_\_, 20 \_\_\_\_.

(Seal of court)

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

**NOTICE TO DEFENDANT**

Name \_\_\_\_\_  
ARDC # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

You have been sued.

Follow the instruction below on how to appear/answer.

- If you do not appear, the court may decide the case without hearing from you and enter a judgment against you for what Plaintiff is asking.
- Your written *Appearance* must be filed on time and in the proper form.
- Forms for a written *Appearance* are available here: [illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp).
- If Plaintiff is suing you for \$10,000 or less, you do not need to file an *Answer/Response* unless the judge orders you to do so.
- You may file an *Answer/Response* found here: [illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp).
- If you cannot afford to pay the fee for filing your *Appearance* and *Answer/Response*, ask the Circuit Clerk for an *Application for Waiver of Court Fees* found here: [illinoiscourts.gov/forms/approved/default.asp](http://illinoiscourts.gov/forms/approved/default.asp).
- Read all the documents attached to this *Small Claims Summons*.