

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT, CHANCERY DIVISION

_____ Plaintiff(s)	Case No. _____
v.	_____
_____ Defendant(s)	Administrative Agency Docket Number
_____ Defendant(s)' Address	_____
_____ City/State/Zip	Property Address, if applicable

**SUMMONS IN ADMINISTRATIVE REVIEW**

To Each Defendant:

An Administrative Review Action has been filed against you. Read all documents attached to this Summons, including the Complaint.

**FILING AN APPEARANCE:** To participate in the case, you MUST file an official document with the court **within 35 days** after you have been served (not including the day of service). This process is called an “Appearance” and the official document is called an “Answer/Response”. If you do not file an Appearance and Answer/Response on time, the court may decide the case without hearing from you. This is called a “default”. As a result, you could lose the case.

**E-FILING:** You do not need to come to the courthouse to file your appearance/answer. 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.

**FILING FEES:** You may be charged filing fees, but if you cannot pay them, you can file an Application for Waiver of Court Fees.

**FORMS:** Statewide standardized forms, including the Appearance, Answer and Fee Waiver forms, are available at [ilcourts.info/forms](http://ilcourts.info/forms). Other court forms, specific to Cook County Circuit Court, are available at <https://services.cookcountyclerkofcourt.org/Forms/>.

**ATTEND COURT:** 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 at (312) 603-5030 or visit the Court’s website at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org) to find out whether this is possible and, if so, how to do this. Contact information for each of the Clerk’s Office locations is included with this summons. Clerk’s office is open Mon - Fri, 8:30 am - 4:30 pm, except for court holidays.

**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). 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.

**¿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.

This summons is served upon you by registered or certified mail pursuant to the provisions of the Administrative Review Law.

Witness: /s/ \_\_\_\_\_  
Clerk of Court

(SEAL)

Atty. No.: \_\_\_\_\_  
Pro Se 99500

Atty Name: \_\_\_\_\_

Atty. for: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Primary Email: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_ certify under penalties as provided in 735 ILCS 5/1-109 that I served the following parties by registered or certified mail on \_\_\_\_\_.

/s/ \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**SERVICE LIST**

**DEFENDANT NAME**

**DEFENDANT ADDRESS**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

/s/ \_\_\_\_\_  
Plaintiff Signature

## GET YOUR COURT DATE BY PHONE OR EMAIL

Call or send an email message to the division or district where the case was filed to request the next court date. For civil case types, provide the case number, or, if you do not have your case number, provide the names of the Plaintiff and Defendant. For criminal case types, provide the Defendant's name and birthdate.

### CLERK OF THE CIRCUIT COURT OF COOK COUNTY OFFICE LOCATIONS

General Phone Number: (312) 603-5030

Office Hours: 8:30 A.M. - 4:30 P.M.

[cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org)

District 1 - Chicago\*  
Richard J Daley Center  
50 W Washington  
Chicago, IL 60602

Criminal Court Building  
2650 S California Ave, Rm 526  
Chicago, IL 60608

#### \*Daley Center Divisions/Departments

District 2 - Skokie  
5600 Old Orchard Rd  
Skokie, IL 60077  
Phone: (847) 470-7250

Civil Division  
Richard J Daley Center, Room 601  
Phone: (312) 603-5116

District 3 - Rolling Meadows  
2121 Euclid  
Rolling Meadows, IL 60008  
Phone: (847) 818-3000

Chancery Division  
Richard J Daley Center, 802  
Phone: (312) 603-5133

District 4 - Maywood  
1500 Maybrook Ave  
Maywood, IL 60153  
Phone: (708) 865-6040

Domestic Relations/Child Support Division  
Richard J Daley Center, Rm 802  
Phone: (312) 603-6300

District 5 - Bridgeview  
10220 S 76th Ave  
Bridgeview, IL 60455  
Phone: (708) 974-6500

Civil Appeals  
Richard J Daley Center, Rm 801

District 6 - Markham  
16501 S Kedzie Pkwy  
Markham, IL 60428  
Phone: (708) 232-4551

Criminal Department  
Richard J Daley Center, Rm 1006

Domestic Violence Court  
555 W Harrison  
Chicago, IL 60607  
Phone: (312) 325-9500

County Division  
Richard J Daley Center, Rm 1202  
Phone: (312) 603-5710

Juvenile Center Building  
2245 W Ogden Ave, Rm 13  
Chicago, IL 60602

Probate Division  
Richard J Daley Center, Rm 1202  
Phone: (312) 603-6441

Law Division  
Richard J Daley Center, Rm 801  
Phone: (312) 603-5426

Traffic Division  
Richard J Daley Center, Lower Level  
Phone: (312) 603-2000

**Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois**

**[cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org)**