

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

DEPARTMENT,

(County)

(Municipal)

(Division)

(District)

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

AFFIDAVIT OF SPECIAL PROCESS SERVER

\_\_\_\_\_ being first  
duly sworn on oath deposes and says that s/he was appointed by the Court on \_\_\_\_\_,  
to serve process in the above mentioned cause.

1. That s/he served the within summons and a copy of the complaint on the within named Defendant, \_\_\_\_\_  
by leaving a copy of each with the said Defendant personally on \_\_\_\_\_.

2. That s/he served the within summons and a copy of the complaint on the within named Defendant, \_\_\_\_\_  
by leaving a copy of each at his/her usual place of abode with \_\_\_\_\_  
a person of the family of the age of 13 years or upwards and informed  
that person of the content thereof on \_\_\_\_\_, \_\_\_\_\_, and that further s/he mailed a  
copy of each in a sealed envelope with postage prepaid addressed to the Defendant, \_\_\_\_\_  
at his/her usual place of abode on \_\_\_\_\_.

3. (a) That the sex, race and approximate age of the Defendant or other person with whom s/he left the summons  
are as follows: Sex \_\_\_\_\_ Race \_\_\_\_\_ Approximate Age \_\_\_\_\_  
(b) That the place where (if possible in terms of an exact street address) and the date and time of the day when  
the summons was left with the Defendant or other person were as follows:

Place \_\_\_\_\_

Date \_\_\_\_\_, \_\_\_\_\_ Time of day \_\_\_\_\_ . m.

4. That s/he was unable to serve the within named Defendant.

/s/

\_\_\_\_\_  
Special Process Server Signature

Signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary public