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Wage Deduction Summons

(12/01/24) CCG 0116 A

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

\_\_\_\_\_ DEPARTMENT/\_\_\_\_\_ DISTRICT

_____ Plaintiff(s)	Case No. _____
v.	Address of Employer: _____
_____ Defendant(s)	_____
_____ Respondent(s)	_____

**WAGE DEDUCTION SUMMONS**

To the Defendant's Employer:

YOU ARE SUMMONED and required to file answers to the judgment creditor's interrogatories on or before the Return Date of \_\_\_\_\_, (21 to 40 days after issuance of this summons). However, if this summons is served on you less than 21 days prior to the Return Date (above), you must file answers to the interrogatories on or before a new Return Date, to be set by the court, not less than 40 days after you were served with this summons.

This proceeding applies to non-exempt wages due at the time you were served with this summons and to wages which become due until the balance due on the judgment is paid.

**FEDERAL AGENCY EMPLOYERS:** Effective upon service of this summons and pursuant to 5 USC 5520(a), you must pay deducted wages to the attorney for the judgment creditor in accordance with 735 ILCS 5/12-808.

**FILING AN APPEARANCE:** Read all documents attached to this summons. To participate in the case, you MUST file an official document with the court within the time stated on this Summons called an "Appearance" and a document called an "Answer/Response". The Answer/Response is not required in small claims or eviction cases unless ordered by the court. **If you fail to Appear/Answer, a Conditional Judgment by default may be entered against you for the amount of the unpaid judgment.**

Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County, Illinois  
cookcountyclerkofcourt.org

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**E-FILING:** 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. Statewide standardized forms, including Fee Waiver forms, are available at [ilcourts.info/forms](http://ilcourts.info/forms).

**IN-PERSON AND REMOTE HEARINGS:** 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 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. The 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.

**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. If service cannot be made, this summons shall be returned so indorsed. This summons may not be served later than the Return Date of \_\_\_\_\_ .

Atty. No.: \_\_\_\_\_ Pro Se 99500  
Atty Name: \_\_\_\_\_  
Atty. Firm: \_\_\_\_\_  
Atty. for: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Email: \_\_\_\_\_

Witness: \_\_\_\_\_

\_\_\_\_\_  
Mariyana T. Spyropoulos, Clerk of Court

Date of Service: \_\_\_\_\_  
(To be inserted by officer on copy left with employer or other person)

## CUSTOMER SERVICE AND COURT DATE INFORMATION

Call the Customer Service Call Center to get your court date or request assistance with other court related matters. For civil case types, be prepared to provide the case number, or, if you do not have the case number, provide the names of the Plaintiff and Defendant. For criminal case types, provide the Defendant's name and birthdate.

**Customer Service Call Center: (312) 603-5030**

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

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

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

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

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

### **\*Daley Center Divisions/Departments**

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

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