

Daley Ctr District 4  
District 2 District 5  
District 3 District 6 Domestic Violence Court

**Summons - Firearms Restraining Order**

**(09/28/22) CCG 0144 A**

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS**

IN RE: FIREARMS RESTRAINING ORDER

_____	Case No. _____
_____	Calendar: _____
himselves/herselves and/or on behalf of	Branch: _____
_____	Please serve the Respondent at:
Petitioner	_____
v.	_____
_____	Independent Criminal Juvenile
Respondent	

2120 - Summons - Retd. P.S.  
2121 - Alias Summons - Retd. P.S.

2220 - Summons - Retd. N.S  
2221 - Alias Summons - Retd. N.S

**SUMMONS - FIREARMS RESTRAINING ORDER**

TO THE RESPONDENT:

The Petitioner has filed for a Firearms Restraining Order against you. A copy of the Order is attached.

You are summoned and required to file an answer or otherwise appear within 7 days after service of this summons, not counting the day of service. **IF YOU FAIL TO DO SO, AN EX PARTE FIREARMS RESTRAINING ORDER MAY BE ENTERED AGAINST YOU BY DEFAULT FOR THE RELIEF ASKED IN THE PETITION.** See the attached Order for the date and location of your court hearing.

**FILING AN APPEARANCE:** Your appearance date is **NOT** a court date. It is the deadline for filing your appearance/answer. To file your appearance/answer **YOU DO NOT NEED TO COME TO THE COURTHOUSE, unless you are unable to eFile your appearance/answer.** You can download an Appearance form at <http://www.illinoiscourts.gov/Forms/approved/procedures/appearance.asp>. After completing and saving your Appearance form, you can

**Iris Y. Martinez, Clerk of the Circuit Court of Cook County, Illinois**  
**[cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org)**

electronically file (e-File) it with the circuit clerk’s office.

**E-FILING:** 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).

**FEE WAIVER:** 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 ask your local circuit clerk’s office for a fee waiver application.

**COURT DATE:** Your court date will be sent to your e-File email account or the email address you provided to the clerk’s office. You can also call or email the clerk’s office to request your next court date. You will need to provide your case number OR, if unknown, the name of the Plaintiff or Defendant. For criminal case types, you will also need to provide the Defendant’s birthdate.

**REMOTE APPEARANCE:** You may be able to attend this court date by phone or video conference. This is called a “Remote Appearance”. Call the Circuit Clerk at (312) 603-5030 or visit their website at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org) to find out 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.

**To the officer:**

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than 30 days after its date.

Witness \_\_\_\_\_

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

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

Atty. for (if applicable):  
\_\_\_\_\_

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

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

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

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

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

\_\_\_\_\_  
Circuit Court Clerk

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

**SERVICE**

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

(Check appropriate box, and complete information below.)

**Individual Respondent - Personal**

By leaving a copy and a copy of the complaint with named

Respondent \_\_\_\_\_ personally on \_\_\_\_\_ .

**Individual Respondent - Abode**

By leaving a copy and a copy of the complaint at the usual place of abode of named Respondent with a person of his family, of the age of 13 years or upwards, informing that person of the contents and also sending a copy of the summons in a sealed envelope with postage fully prepaid, addressed to named Respondent at his usual place of abode.

Name of Respondent \_\_\_\_\_

Date of Service \_\_\_\_\_ Time \_\_\_\_\_ AM PM

Name of Person Summons given to \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Approximate Age \_\_\_\_\_

Date of Mailing \_\_\_\_\_

Place of Service \_\_\_\_\_

Respondent not found in this County.

Service by mailing notice, postage, fully pre-paid on \_\_\_\_\_ at \_\_\_\_\_ AM PM

\_\_\_\_\_ and addressed to \_\_\_\_\_

Place of mailing

Respondent's Name

\_\_\_\_\_ Street \_\_\_\_\_ City/State \_\_\_\_\_ Zip

(S.Ct. Rule 11 (b)(3) and 12(b)(3). Service is complete four days after mailing)

I certify that Respondent was served while incarcerated at \_\_\_\_\_ .

Sheriff: \_\_\_\_\_

By Deputy: \_\_\_\_\_

Date: \_\_\_\_\_

## 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.

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

District 2 - Skokie  
5600 Old Orchard Rd  
Skokie, IL 60077  
Phone: (847) 470-7250  
Email: D2CourtDate@cookcountycourt.com

District 3 - Rolling Meadows  
2121 Euclid  
Rolling Meadows, IL 60008  
Phone: (847) 818-3000  
Email: D3CourtDate@cookcountycourt.com

District 4 - Maywood  
1500 Maybrook Ave  
Maywood, IL 60153  
Phone: (708) 865-6040  
Email: D4CourtDate@cookcountycourt.com

District 5 - Bridgeview  
10220 S 76th Ave  
Bridgeview, IL 60455  
Phone: (708) 974-6500  
Email: D5CourtDate@cookcountycourt.com

District 6 - Markham  
16501 S Kedzie Pkwy  
Markham, IL 60428  
Phone: (708) 232-4551  
Email: D6CourtDate@cookcountycourt.com

Domestic Violence Court  
555 W Harrison  
Chicago, IL 60607  
Phone: (312) 325-9500  
Email: DVCourtDate@cookcountycourt.com

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

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

#### \*District 1 Divisions:

Civil Division  
Richard J Daley Center, Room 601  
Phone: (312) 603-5116  
Email: CivCourtDate@cookcountycourt.com

Chancery Division  
Richard J Daley Center, 802  
Phone: (312) 603-5133  
Email: ChanCourtDate@cookcountycourt.com

Domestic Relations/Child Support Division  
Richard J Daley Center, Rm 802  
Phone: (312) 603-6300  
Email: DRCourtDate@cookcountycourt.com  
ChildSupCourtDate@cookcountycourt.com

Civil Appeals  
Richard J Daley Center, Rm 801

Criminal Department  
Richard J Daley Center, Rm 1006

County Division  
Richard J Daley Center, Rm 1202  
Phone: (312) 603-5710  
Email: CntyCourtDate@cookcountycourt.com

Probate Division  
Richard J Daley Center, Rm 1202  
Phone: (312) 603-6441  
Email: ProbCourtDate@cookcountycourt.com

Law Division  
Richard J Daley Center, Rm 801  
Phone: (312) 603-5426  
Email: LawCourtDate@cookcountycourt.com

Traffic Division  
Richard J Daley Center, Lower Level

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

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