

2120 - Served                      2220 - Not Served  
2121 - Alias Served            2221 - Alias Not Served  
2620 - Sec of State            2621 - Alias Sec of State  
**Eviction Summons (Non-residential)**

(04/25/22) CCM 0081 A

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

**MUNICIPAL DEPARTMENT, \_\_\_\_\_ DISTRICT**

_____	Plaintiff(s)	Case No. _____
v.		Rent Amount Claimed: \$ _____
_____	Defendant(s)	Status Date: _____
_____	Address of Defendant(s)	Time: _____ AM PM
		Court Location: _____
		Room or Remote Call Information: _____

Please serve as follows:      Sheriff Service      Alias

**EVICTON SUMMONS**

**BEFORE YOU GO TO COURT, YOU MUST PAY YOUR APPEARANCE FEE**

The Plaintiff (landlord/property owner), named above, has/have filed a complaint in this Court to have you evicted. A true and correct copy of the complaint is attached.

**YOU ARE HEREBY SUMMONED** to Court and you must appear for an initial case management at the time and place specified above. **YOU CAN (and should) APPEAR REMOTELY BY VIDEO OR TELEPHONE.**

You are required to pay an appearance fee on or before the date of trial, not less than 7 days nor more than 40 days after issuance of summons. If you are unable to pay your court fees, you can apply for a fee waiver. For more information, you can visit [www.illinoislegalaid.org](http://www.illinoislegalaid.org) or ask the Circuit Court Clerk's Office for a fee waiver application.

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

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

**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.

**IF YOU DO NOT FILE AN APPEARANCE or APPEAR FOR TRIAL, AN EVICTION ORDER** may be entered against you for the relief requested in the complaint. If an Eviction Order is entered against you, the **SHERIFF MAY EVICT YOU** and, if requested in the Complaint, a money judgment may also be entered against you.

**INSTRUCTIONS TO SHERIFF**

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 and not less than three (3) days before the day of appearance. If service cannot be made, this summons shall be returned so endorsed.

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

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

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

\_\_\_\_\_  
Iris Y. Martinez, Clerk of Court

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_ Zip: \_\_\_\_\_

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

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

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

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

**NOTICE TO DEFENDANTS**

**THIS IS AN EVICTION SUMMONS**

On the date and at the time shown on page 1 of this Summons, the court will decide whether you will have to move or whether you can continue to stay. **YOU MUST BE ON TIME FOR COURT, EVEN IF YOU ARE APPEARING REMOTELY BY PHONE OR VIDEOCONFERENCE. HAVING TO GO TO WORK, BEING ILL, OR DOING SOMETHING ELSE DOES NOT MEAN YOU CAN MISS COURT. YOU MAY ACCESS LEGAL AID HELP BY CALLING 1-855-956-5763 OR BY VISITING COOKCOUNTYLEGALAID.ORG.**

Please file your appearance fee on or before the court date on the Summons Cover.

Any person wishing to sue or defend a case may petition the court to have the fees, costs, and charges associated with the proceedings waived. Additional information may be found at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org). Please refer to the last page of this document for Clerk's Office location information.

**IF YOU DO NOT COME TO COURT**

The court may order you to move within a short period of time. **IF YOU DO NOT MOVE**, plaintiff can have you and all of your belongings moved out. The plaintiff will put your property outside and you will have to make arrangements to move it.

**YOU HAVE RIGHTS**

1. You have the right to come to court and tell your side of the case.
2. You have a right to a trial by jury. A request for a jury trial must be in writing and filed with the Clerk of the Circuit Court prior to your hearing. You must request the jury trial immediately when your case is called, before your trial actually starts.
3. You may come to court and speak for yourself, or you may have a lawyer represent you. If you want a lawyer, you must get one right away. If you are unable to come to court for any reason, you should talk to a lawyer.
4. If you do not have a lawyer and are not able to afford one, you may contact one of the following agencies that may be able to provide you with free legal help:
  - CARPLS Legal Aid Hotline ([www.carpls.org/](http://www.carpls.org/)): Call (312) 738-9200 for legal advice and referrals by phone.
  - Legal Aid Chicago ([www.legalaidchicago.org/](http://www.legalaidchicago.org/)): Call (312) 341-1070 or apply online for legal help.
  - Lawyers' Committee for Better Housing ([www.lcbh.org/](http://www.lcbh.org/)): Call (312) 347-7600 to apply for legal help.
  - Cabrini Green Legal Aid (<http://cglanet.org/>): Call (312) 738-2452 to apply for legal help if you are facing eviction or voucher termination based on alleged criminal activity or a criminal record.

You can learn more about eviction court and how to represent yourself by visiting Illinois Legal Aid Online at [www.illinoislegalaid.org](http://www.illinoislegalaid.org).

**GET YOUR COURT DATE BY CALLING IN OR BY EMAIL**

**CALL OR SEND AN EMAIL MESSAGE** to the telephone number or court date email address below for the appropriate division, district or department to request your next court date. Email your case number, or, if you do not have your case number, email the Plaintiff or Defendant's name for civil case types, or the Defendant's name and birthdate for a criminal case.

**CHANCERY DIVISION**

**Court date EMAIL:** ChanCourtDate@cookcountycourt.com  
Gen. Info: (312) 603-5133

**CIVIL DIVISION**

**Court date EMAIL:** CivCourtDate@cookcountycourt.com  
Gen. Info: (312) 603-5116

**COUNTY DIVISION**

**Court date EMAIL:** CntyCourtDate@cookcountycourt.com  
Gen. Info: (312) 603-5710

**DOMESTIC RELATIONS/CHILD SUPPORT  
DIVISION**

**Court date EMAIL:** DRCourtDate@cookcountycourt.com  
OR  
ChildSupCourtDate@cookcountycourt.com  
Gen. Info: (312) 603-6300

**DOMESTIC VIOLENCE**

**Court date EMAIL:** DVCourtDate@cookcountycourt.com  
Gen. Info: (312) 325-9500

**LAW DIVISION**

**Court date EMAIL:** LawCourtDate@cookcountycourt.com  
Gen. Info: (312) 603-5426

**PROBATE DIVISION**

**Court date EMAIL:** ProbCourtDate@cookcountycourt.com  
Gen. Info: (312) 603-6441

**ALL SUBURBAN CASE TYPES**

**DISTRICT 2 - SKOKIE**

**Court date EMAIL:** D2CourtDate@cookcountycourt.com  
Gen. Info: (847) 470-7250

**DISTRICT 3 - ROLLING MEADOWS**

**Court date EMAIL:** D3CourtDate@cookcountycourt.com  
Gen. Info: (847) 818-3000

**DISTRICT 4 - MAYWOOD**

**Court date EMAIL:** D4CourtDate@cookcountycourt.com  
Gen. Info: (708) 865-6040

**DISTRICT 5 - BRIDGEVIEW**

**Court date EMAIL:** D5CourtDate@cookcountycourt.com  
Gen. Info: (708) 974-6500

**DISTRICT 6 - MARKHAM**

**Court date EMAIL:** D6CourtDate@cookcountycourt.com  
Gen. Info: (708) 232-4551