

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)**

(12/01/24) CCM 0081 A

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

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

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

Please serve as follows:      Sheriff Service      Alias

**EVICTIION SUMMONS (NON - RESIDENTIAL)**

**You have been sued.** Read all documents attached to this *Summons*. If you wish to participate in this case **YOU**:

- **must** file a form with and pay the required fee to the Clerk of the Court on or before the court date. The form is called an *Appearance*;
- can file an *Application for Waiver of Court Fees* if you cannot pay the Appearance fee;
- **must** attend court on the date and at the time shown on this Summons;
- **do not** have to file a document called an Answer/Response in an eviction case **unless ordered to by the judge.**

If you do not file an *Appearance* on time or attend court on the date of this Summons, the court may decide the case without hearing from you. This is called a “default”. As a result, **you could lose the case and an Eviction Order may be entered against you.** 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.

**FORMS:** Statewide standardized forms, including the *Appearance* and *Application for Waiver of Court Fees*, 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/>.

**Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County, Illinois**  
**[cookcountyclerkofcourt.org](http://cookcountyclerkofcourt.org)**

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**(12/01/24) CCM 0081 B**

**E-FILING:** You do not need to come to the courthouse to file your documents. After you fill out the necessary forms, 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.

**ATTEND COURT:**

On \_\_\_\_\_ at \_\_\_\_\_ AM PM. in courtroom \_\_\_\_\_

**in person at:**

\_\_\_\_\_  
 Courthouse Address City State Zip

**remotely by:**

**Video:**

Video conference website: \_\_\_\_\_

Meeting #: \_\_\_\_\_ Password: \_\_\_\_\_

**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) if you have questions about attending court. 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 at [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org).

**¿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.

**INSTRUCTIONS TO SHERIFF**

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

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

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

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

Atty. Firm: \_\_\_\_\_

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

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

Mariyana T. Spyropoulos, Clerk of Court

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

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

Date of Service: \_\_\_\_\_

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

(To be inserted by officer on copy left with Defendant or other person)

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

**Mariyana T. Spyropoulos, 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 this Summons, the court will hold a hearing to 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](http://cookcountylegalaid.org).**

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, the 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://cgla.net/>): 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).

## 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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