

CIRCUIT COURT OF ILLINOIS

Sixth Judicial Circuit
Champaign County

Petitioner (s)

Case No: _____

vs.

Amount Claimed: \$ _____

Respondent (s)

Respondent's last known address:

Address: _____

City/State/Zip: _____

SUMMONS
(Specific Day)

To each Respondent:

YOU ARE SUMMONED and are required to appear at the Champaign County Courthouse, Courtroom _____, 101 East Main Street, Urbana, IL at _____ a.m./p.m. on _____, 20____ to answer the Complaint in this case, a copy of which is hereto attached.

NOTICE TO RESPONDENT: YOUR RIGHTS PURSUANT TO LOCAL COURT RULES ARE CONTAINED ON THE REVERSE SIDE OF THIS SUMMONS.

IF YOU FAIL TO APPEAR, A JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF ASKED IN THE COMPLAINT.

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

This Summons may not be served later than 3 days before the day of appearance.

(Seal of Court)

_____, 20_____

Name and Address of Petitioner's Attorney or Petitioner (if not represented by an attorney):

Clerk of the Circuit Court

Date of Service: _____, 20____ (To be inserted by officer on the copy left with the Respondent or other person)

Name: _____

Attorney for: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Part 6. Small Claims Action

6.1 PROCEDURE IN SMALL CLAIMS ACTIONS.

(a) Response by the Respondent. After service of Summons in a Small Claims Action, the Respondent may:

- 1) notify the Clerk of the Court, in writing, at least seven (7) days prior to the appearance date on the Summons, stating that he/she wishes to contest the claim and set forth the title and number of the case, his or her name, address, telephone number, and name and address of the Petitioner and his/her attorney, if any or
- 2) file a written motion or answer, or
- 3) appear in person or by attorney on the appearance date, and admit or deny the allegations of the complaint.

If a Respondent fails to respond as stated above, a default may be taken and judgment of the amount claimed, plus costs may be entered.

(b) Setting of trial date. Upon being notified that the claim is contested, the Court may:

- 1) set a trial date and cause all parties to be notified of the time, date and place of trial, or
- 2) set the matter for docket call and pretrial conference before the trial date.

(c) Summons appearance date not considered the trial date. Unless otherwise ordered by the Court, the appearance date noted on the Summons shall not be the date of trial.

(d) Demand for the trial by jury. Upon Respondent's demand for trial by jury and payment of the jury fee, the Court shall set the cause for trial and cause notice to be given. If jury demand is made by the Petitioner, the date for trial shall not be set until after the appearance date as noted on the Summons.

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(Seal of Court)

_____, 20_____

**Name and Address of Petitioner's
Attorney or Petitioner (if not represented
by an attorney):**

Clerk of the Circuit Court

Date of Service: _____, 20____
(To be inserted by officer on the copy left with the Respondent or other person)

Name: _____

Attorney for: _____

Address: _____

City/State/Zip: _____

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