

STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE SECOND JUDICIAL CIRCUIT  
RICHLAND COUNTY

\_\_\_\_\_  
Plaintiff(s) )  
vs. ) Case No. \_\_\_\_\_  
\_\_\_\_\_  
Defendant(s) )

SUMMONS

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are summoned and required to file a response in this case, or otherwise file your appearance, in the Office of the Clerk of this Court, Richland County Courthouse, 103 W. Main Street, Olney, Illinois, 62450 within 30 days after service of this summons, not counting the day of service.

**IF YOU FAIL TO DO SO, A JUDGMENT OR DECREE 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. If service cannot be made, summons shall be returned so endorsed. This summons may not be served later than 30 days after its date.

(Seal of Court)

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

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

Pro Se:

Deputy Clerk: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

I certify that I have served this summons as specified on \_\_\_\_\_.

FEES -- SERVICE \$ \_\_\_\_\_  
MILES \$ \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_

\_\_\_\_\_  
(Officer)

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

(Deputy)