

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 appear before this court at the Richland County Courthouse, 103 W. Main Street, Olney, Illinois, to answer the complaint in this case, a copy of which is attached.

The appearance date is \_\_\_\_\_ at \_\_\_\_\_.

**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 and not less than 3 days before the day for 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 APPEARANCE 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)