This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	SUMMONS PROTECTIVE ORDERS	For Court Use Only

Instructions

Enter above the county name where the case was filed.

Enter your name as Petitioner.

Enter the name of the person you are suing as Respondent.

Enter the Case Number given by the Circuit Clerk.

Petitioner (First, middle, last name)

v.

Respondent (First, middle, last name)

Case Number

☐ Alias Summons (Check this box if this is not the 1st Summons issued for this Respondent.)

IMPORTANT INFORMATION:

There may be court fees to respond to a case. If you are unable to pay your court fees, you can apply for a fee waiver. You can find the fee waiver application at: illinoiscourts.gov/documents-and-forms/approved-forms/.

E-filing is now mandatory with limited exemptions.

One exemption is for filing sensitive documents including in protective order cases. If you cannot e-file for this reason or another approved reason, you may file in-person or by mail by using the *Certification for Exemption from E-filing* form at illinoiscourts.gov/documents-and-forms/approved-forms/.

If you choose to e-file, you must first create an account with an e-filing service provider. Visit 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 illinoiscourts.gov/faq/gethelp.asp or talk with your local circuit clerk's office. Ask your circuit clerk for more information or visit illinoislegalaid.org.

Call or text Illinois Court Help at 833-411-1121 for information about how to go to court including how to fill out and file forms. You can also get free legal information and legal referrals at illinoislegalaid.org.

In **1**, enter the name of the person you are seeking protection from and their contact information.

1. Respondent's address and service information

   a. Respondent's primary address/information for service:
      Name (First, Middle, Last): _____
      Street Address, Unit #: _____
      City, State, ZIP: _____
      Telephone: _____ Email: _____

In **1b**, enter a second address for Respondent, if you have one.

   b. If you have more than one address where Respondent might be found, list that here:
      Name (First, Middle, Last): _____
      Street Address, Unit #: _____
      City, State, ZIP: _____
      Telephone: _____ Email: _____

In **1c**, check how you are sending your documents to Respondent.

   c. Method of service on Respondent:
      ☐ Sheriff   ☐ Sheriff outside Illinois: _____
                                                        County & State
      ☐ Special process server   ☐ Licensed private detective

In **2**, check the box that describes the type of case you started against the Respondent.

2. Petitioner has filed against you for the following
   ☐ Order of Protection   ☐ Stalking No Contact Order
   ☐ Civil No Contact Order   ☐ Other _____

Respondent:	• You are required to file an answer or otherwise appear within 7 days of service of this *Summons*. • Appearance and Answer/Response forms can be found at: illinoiscourts.gov/documents-and-forms/approved-forms • If you fail to appear on the hearing date or on any subsequent hearing date agreed to by the parties or set by the court, a plenary *(final)* order of protection may be entered by default for any of the remedies sought in the petition.

In 3, fill in the date, time, and location of your next court date. Also fill in the clerk's phone number and website. All of this information is available from the Circuit Clerk. Find their phone number at illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/.

3. Instructions for person receiving this form *(Respondent)*

☐ Go to court on the date in the attached *Order*.

☐ Go to court on: _____ at _____ ☐ a.m. ☐ p.m. in _____
                      Date   *Time*   *Courtroom*

_____ _____ _____ _____
Courthouse Address   *City*   *State*   *ZIP*

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: _____ or visit their website
                    Circuit Clerk's phone number

at _____ to find out more about how to do this.
     Website

In 4, check the first box and enter your contact information. If you do not want the Respondent to know that information, check the second box and give a different address where you can receive legal documents.

4. Contact information for Petitioner

☐ This is Petitioner's information and address; OR

☐ The Petitioner's address is protected. The address below is a place where notices can be sent.

Name *(First, Middle, Last)*: _____

Street Address, Apt #: _____

City, State, ZIP: _____

Telephone and email: _____

Date Issued: _____   Seal of Court

STOP!
The Circuit Clerk will fill in this section.

Clerk of the Court: _____

STOP!
The officer or process server will fill in the Date of Service.

Date of Service: _____
(Date to be entered by an officer or process server on the copy of this Summons left with the Respondent or other person.)

Petitioner:	To serve this *Summons*, ask the Sheriff to deliver it to Respondent. Ask the Circuit Clerk how to give the *Summons* to the Sheriff.

		For Court Use Only
STATE OF ILLINOIS, CIRCUIT COURT _____ **COUNTY**	**PROOF OF SERVICE FOR PROTECTIVE ORDERS**	

Instructions		
Enter above the county name where the case was filed.	Petitioner *(First, middle, last name)* _____	
Enter your name as Petitioner.	v.	
Enter the name of the person you are suing as Respondent.		
Enter the Case Number given by the Circuit Clerk.	Respondent *(First, middle, last name)* ☐ **Alias Summons** *(Check this box if this is not the 1ˢᵗ Summons issued for this Respondent.)*	**Case Number**

Stop. Do not complete the form. The sheriff or special process server will fill in the form.

My name is _____ _____ and I state
_____
First, Middle, Last

☐ that I served the *Summons, Petition,* and any *Order issued in this case on the Respondent* _____ as follows:

_____
First, Middle, Last

☐ **Personally on the Respondent:**
Male ☐ Female ☐ Non-Binary ☐ Approx. Age: _____ Race: _____
On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.
Address, Unit #: _____
City, State, ZIP: _____

☐ On someone else at the Respondent's home who is at least 13 years old and is a family member or lives there:
On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.
Address, Unit #: _____
City, State, ZIP: _____
And left it with: _____
_____
First, Middle, Last
Male ☐ Female ☐ Non-Binary ☐ Approx. Age: _____ Race: _____
and by sending a copy to this Respondent in a postage-paid, sealed envelope to the above address on _____ , 20 _____ .

☐ I was not able to serve the *Summons, Petition,* or any *Order* on Respondent: _____ .

_____
First, Middle, Last

I made the following attempts to serve the *Summons, Petition,* and any *Order* issued in this case on the Respondent:

1. On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.
   Address: _____
   City, State, ZIP: _____

(08/21)

SU-502.3

Other information about service attempt: _____
_____
_____
_____

2. On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.
   Address: _____
   City, State, ZIP: _____
   Other information about service attempt: _____
   _____
   _____
   _____

3. On this date: _____ at this time: _____ ☐ a.m. ☐ p.m.
   Address: _____
   City, State, ZIP: _____
   Other information about service attempt: _____
   _____
   _____
   _____

DO NOT complete this section. The sheriff or private process server will complete it.	If you are a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service for Protective Orders* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.

By:

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.	_____ Signature by: ☐ Sheriff ☐ Sheriff outside Illinois: _____ *County and State* ☐ Special process server ☐ Licensed private detective

_____
Print Name

If *Summons* is served by licensed private detective or private detective agency:
License Number: _____