

**IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT
McLEAN COUNTY, IL**

Case No.: _____

Amount Claimed: _____

Plaintiff(s)

v.

Defendant(s)

SUMMONS

TO EACH DEFENDANT:

You are hereby summoned to appear before this Court in the Law & Justice Center, 104 W. Front Street, Bloomington, IL on _____, at _____ to answer the complaint in this case, a copy of which is attached. 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 three (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 three (3) days before the date of appearance.

Witness: _____

(SEAL)

Circuit Clerk

By: _____

Deputy Circuit Clerk

Plaintiff or Plaintiff's Attorney:

Address: _____

Telephone: _____

ARDC Number: _____

**A FEE WILL BE DUE AT THE TIME OF
FILING AN APPEARANCE OR ANSWER
OR AS OTHERWISE DIRECTED BY THE
COURT. YOUR FILING FEE WILL BE:
\$ _____**

Day Certain Summons – not to exceed \$5,000.00

NOTICE TO THE DEFENDANTS:

Service of this summons upon you requires:

- A) For Small Claims cases under \$5,000.00, that you or your attorney appear in person at the time and place specified in the Summons and make your presence known to the Court.
- B) If you dispute the claim, you must file your appearance and pay the required fee with the Clerk of the Circuit Court before the date of trial. If you fail to file an appearance and pay the fee, a judgment by default may be entered against you. The appearance fee may be waived by Court order. You must file a Petition for Leave to Defend as a Poor Person, asking the Court to waive the fee. A form petition may be found in the Office of the Circuit Clerk, at the Self-Help Center, located on the 6th floor of the Law & Justice Center, 104 W. Front Street, Room 665, Bloomington, IL, or online at <http://mclean.illinoislegalaid.org>.
- C) If **both** you and the Plaintiff do not have an attorney, the Court will offer mediation at your first court date. Mediation is an opportunity for you and the other party to privately resolve your dispute with a trained mediator’s help. The mediation will take place the same day. If you and the other party are able to reach an agreement, your appearance fee will be waived and the case will be concluded. If you refuse mediation or are unable to reach an agreement, you must pay the appearance fee, and the case will be set for trial before the judge on another day. **If you need the services of an interpreter for mediation, you should contact the Arbitration Administrator at 309/827-7584 in advance of your first court appearance.**
- D) Your failure to appear or respond to this summons in one of the above-prescribed manners may result in a judgment of default being entered against you for the amount claimed in the complaint plus court costs.

PLAINTIFFS: If **both** you and the Defendant do not have an attorney, the Court will offer mediation at your first court date. Mediation is an opportunity for you and the other party to privately resolve your dispute with a trained mediator’s help

You may find more information on mediation and small claims cases in the Office of the Circuit Clerk, at the Self-Help Center (Room 665 at the Law & Justice Center), or online at <http://mclean.illinoislegalaid.org>.

If you can’t find a lawyer to help you in court, the following are some options:

If you do not make much money, you may be eligible for legal aid. Prairie State Legal Services has a toll-free telephone advice line at 1-800-531-7057. This service is available Monday through Friday from 9:05 to 11:45 a.m. and 1:05 to 4:00 p.m. You will be able to speak to a lawyer about your legal problem.

If you have some money to pay a lawyer, you can contact the Illinois State Bar Associations’ Lawyer Finder Service at www.illinoislawyerfinder.com. This service gives you the name of a local lawyer with whom you can discuss your legal problem for a very low fee. After the initial consultation, you can decide whether or not to hire the lawyer.

If you are still unable to find a lawyer to help you, the McLean County Law & Justice Center offers the free, McLean County Legal Self-Help Center. This free, internet-based legal self-help center will help you find information about your legal problem, videos on what to do in court, and court documents that you can fill out and file in court.

The McLean County Legal Self-Help Center is located on the 6th floor of the McLean County Law & Justice Center, 104 W. Front Street, Room 665, Bloomington, Illinois. An assistant (called the “navigator”) is available at the center from 1:00 p.m. until 4:30 p.m. each day. The navigator will help you use the Legal Self-Help Center and find the information that you need. If you have a computer with access to the internet, you can also access the Legal Self-Help Center online at <http://mclean.illinoislegalaid.org>. There is a video that shows you how to use the website.

**AFFIDAVIT OF MAILING ADDRESS FOR SERVICE BY MAIL IN SMALL CLAIMS CASES
(NOT TO EXCEED \$5000.00)**

The undersigned, Plaintiff (Plaintiff’s Attorney) in the above captioned case, being duly sworn, says that the last known address of the defendant is _____

Plaintiff (Plaintiff’s Attorney)

Subscribed and sworn before me this _____ day of

_____, _____.
