

Enter the Case Number given by the Circuit Clerk: _____

DO NOT complete.
The sheriff will
complete this after
serving *Summons*.

RETURN OF SERVICE

I certify that I served this *Summons* on Respondent as follows:

- By leaving copy of the *Petition* with each individual personally;
- By leaving a copy of the *Petition* at the usual place of abode of the Respondent with a person of the Respondent's family or a person residing there, of the age of 13 years or upwards, informing that person of the contents of the *Summons* and also by sending a copy of the *Summons* in a sealed envelope with postage fully prepaid, addressed to the Respondent at the Respondent's place of abode;

OR

- Other service: _____

Name of Respondent: _____
First Middle Last

Name of Person *Summons* given to: _____
First Middle Last

Sex: _____ Race: _____ Approx. Age: _____

Place of Service: _____

Date of Service: _____ Time: _____

Date of Mailing: _____

_____, Sheriff of _____ County

By _____, Deputy

CONDITIONS OF DISSOLUTION ACTION STAY

750 ILCS 5/501.1

- (a) Upon service of a summons and petition or praecipe filed under the Illinois Marriage and Dissolution of Marriage Act or upon the filing of the respondent's appearance in the proceeding, whichever first occurs, a dissolution action stay shall be in effect against both parties and their agents and employees, without bond or further notice, until a final judgment is entered, the proceeding is dismissed, or until further order of the court.
- (1) restraining both parties from physically abusing, harassing, intimidating, striking, or interfering with the personal liberty of the other party or the minor children of either party:
and
- (2) restraining both parties from removing any minor child of either party from the State of Illinois or from concealing any such child from the other party, without the consent of the other party or an order of the court.
- (b) In a proceeding filed under this Act, the summons shall provide notice of the entry of the automatic dissolution action stay in a form as required by applicable rules.

**LETTER TO THE CIRCUIT CLERK
(FILING FORMS TO START A NEW CASE)**

Instructions to User

1. Complete this letter.
2. With this letter, include the *Summons* and Certificate of Dissolution, and the original and one copy of the *Petition for Dissolution of Marriage/Civil Union*.
Also include payment for filing fees or the original and one copy of the *Application for Waiver of Court Fees*, and a self-addressed and stamped envelope for the Circuit Clerk to mail the file stamped copies to you. You may need to file your *Application for Waiver of Court Fees* in person. Call the Circuit Clerk and ask if that is necessary.
3. Send your letter and the documents listed above to the Circuit Clerk in the county where you are filing your case.

Date: _____

Circuit Clerk of _____ County

Address of Circuit Clerk _____

Dear Clerk:

Re: _____ v. _____ Case Number: _____
Plaintiff/Petitioner *Defendant/Respondent*

I am enclosing the *Summons* and Certificate of Dissolution, and the original and one copy of the *Petition for Dissolution of Marriage/Civil Union* to be filed.

Check the box that applies:

- I have enclosed an *Application for Waiver of Court Fees* and an *Order for Waiver of Court Fees*. Please present these to a Judge; **OR**
- I have enclosed the cost of filing these documents \$ _____.

Please issue the *Summons* and file the documents and return the *Summons* and file-stamped copies to me in the enclosed self-addressed and stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Signature

Printed Name

Street Address, Apt #

City State Zip

Phone

**LETTER TO THE SHERIFF
(SERVING A SUMMONS AND FORMS)**

Instructions to User

1. Complete this letter.
2. With this letter, include the *Summons* and a copy of the *Petition for Dissolution of Marriage/Civil Union*, payment or *Order for Waiver of Court Fees*, and a self-addressed and stamped envelope for the sheriff to mail the Affidavit of Service to you.
3. Send your letter and the documents listed above to the sheriff's office in the county and state where your spouse lives.

Date: _____

Sheriff of _____ County State of _____

Address of sheriff _____

Dear Sheriff:

Re: _____ v. _____ Case Number: _____
Plaintiff/Petitioner *Defendant/Respondent*

I am enclosing the *Summons* and *Petition for Dissolution of Marriage/Civil Union*

to be served on: _____
Name of Spouse

Street, Apt # *City* *State* *Zip*

Check the box that applies:

- I am enclosing an *Order for Waiver of Court Fees* entered by the Court in _____ County, Illinois, which waives the cost of service; **OR**
- I am enclosing the cost of service \$ _____.

After you have served the enclosed documents, please complete the Affidavit of Service and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Signature

Printed Name

Street Address, Apt #

City *State* *Zip*

Phone