

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 McLEAN COUNTY	EVICTION SUMMONS IN-PERSON ONLY	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of county where you will file the case. Enter your name as Plaintiff. Below "Defendants," enter the names of all the people you are trying to evict. The sheriff will only evict unknown occupants if the "Unknown Occupants" box is checked. The Circuit Clerk will add a Case Number.	Plaintiff (For example, the landlord or owner): _____ _____ v. Defendants (First, middle, last name): _____ _____ <input type="checkbox"/> Unknown Occupants (<i>Unknown Occupants are people living in the property whose names you do not know.</i>) <input type="checkbox"/> Alias Summons (<i>Check this box if this is not the 1st Summons issued for this Defendant.</i>)	<hr/> Case Number

NOTE: If you are suing more than 1 Defendant, fill out an *Eviction Summons* form for each Defendant, including 1 *Eviction Summons* for all Unknown Occupants, if checked.

In 1(a), enter the name and primary address of Defendant.
In 1(b), enter a 2 nd address for Defendant, if you have one.
In 1(c), check how you are sending your documents to that Defendant. If you need more information, see <i>How to File Present & Eviction Case</i> available at illinoiscourts.gov/Forms/approved/Circuit .

1. Defendant's address and service information:

a. Defendant's primary address/information for service:

Name (*First, Middle, Last*): _____
 Street Address, Unit #: _____
 City, State, ZIP: _____
 Telephone: _____
 Email Address: _____

b. If you have more than one address where Defendant might be found, list that here:

Name (*First, Middle, Last*): _____
 Street Address, Unit #: _____
 City, State, ZIP: _____
 Telephone: _____
 Email Address: _____

c. Method of service on Defendant:

- Sheriff OR
- Special process server

In 2, enter your contact information.
Enter your complete address, telephone number, and email address, if you have one.

2. Contact information for the Plaintiff:

Association Landlord/Owner Agent Receiver

Name (*First, Middle, Last*): _____
 Street Address, Unit #: _____
 City, State, ZIP: _____
 Telephone: _____
 Email Address: _____

GETTING COURT DOCUMENTS BY EMAIL: You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

Enter the Case Number given by the Circuit Clerk: _____

In 3, enter:

- your court date and time;
- the address of the court building and room where the court date will take place; AND
- the Circuit Clerk's phone number.

Note: You must ask for a court date that gives the sheriff or special process server enough time to serve the Defendant at least 3 days before the court date (7 days in Cook County).

For more information about how to complete 3, see *How to File & Present an Eviction Case* available at illinoiscourts.gov/Forms/approved/Circuit.

3. The court date is _____ at: _____ a.m. p.m.
Date Time

The hearing will be at this address: McLean County Law & Justice Center
104 W. Front Street, Bloomington, IL 61701 In Courtroom: 4D

Instructions for person getting this form (Defendant):

The Plaintiff has filed a case in court to have you evicted. The Plaintiff's *Eviction Complaint* is attached.

- If you do not go to court, you could lose the case by default.
- The judge could order you to move and pay the Plaintiff money.
- Before you go to court, read YOU HAVE RIGHTS on page 3.

STOP!

The Circuit Clerk will fill in this section.

STOP!

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

Witness this Date: _____

Seal of Court

Clerk of the Court: _____

To the Sheriff or special process server: Serve this *Eviction Summons* and *Eviction Complaint* on the Defendant named above. This summons must be served at least 3 days before the court date (7 days in Cook County). Check with the Circuit Clerk.

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

Plaintiff: To serve this *Summons*, see *How to Serve a Summons* at illinoiscourts.gov/Forms/approved/Circuit.asp.

All court users:

E-filing is now mandatory for documents in civil cases with limited exemptions. 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.

ARE YOU BEING EVICTED? SEE BELOW

AN EVICTION CASE HAS BEEN FILED

Your landlord is trying to evict you. If you lose this case, you will have to move and possibly pay your landlord money. Get to court on time. Only you or a lawyer can appear in court on your behalf. You may not send a friend or relative in your place. If you want to talk to a lawyer about your case, ask the judge for a continuance.

IF YOU DO NOT GO TO COURT

The case will go ahead whether or not you go to court. If you are not in court, the judge will only hear the landlord's side of the story and may order you to move within a very short period of time. If you do not move during that period, the sheriff can evict you and all other occupants from the property and you may lose your belongings. If you miss your court date and the judge orders you to move, you can file a motion explaining why you missed court and ask the judge for another chance to explain why you should not be evicted. Talk to a lawyer or visit illinoislegalaid.org/ for more information.

YOU HAVE RIGHTS

1. You may come to court and tell your side of the story. If you have any receipts, photographs, or other documents that support your side of the story, bring them to court. You can let the judge know that you have these documents when it is your turn to speak.
2. You may have a lawyer represent you in court but the court will not appoint a lawyer for you. If you want a lawyer, you must get one right away. You may go to the court date and ask the judge for time to get a lawyer.
3. You may be required to pay a fee to file an appearance or a jury demand. If you cannot afford the fee, you may fill out and file an *Application for Waiver of Court Fees* found at: illinoiscourts.gov/Forms/approved/.

LEGAL ASSISTANCE

1. If you cannot afford a lawyer, Prairie State Legal Services (800) 531-7057 may be able to help you for free.
2. You can find information about your rights at pslegal.org/covid-resources/.
3. For more information about your rights, visit: illinoislegalaid.org/.

RENTAL ASSISTANCE

1. If you are being evicted for nonpayment of rent and you cannot pay your rent, you should seek rental assistance immediately by calling 211.
2. Rental assistance agencies will be accepting applications at the McLean County Law & Justice Center on the day of your court date. Please bring as many of the documents listed below to as possible when you come to court to apply for rental assistance.
3. In order to submit a complete application, you may need to provide the rental assistance agency the following documents:
 - Driver's License or State ID for anyone age 18 or older in the household
 - Social Security numbers for all household members
 - Documents supporting a loss of income or other COVID-19 related hardship that caused need for assistance
 - Documentation of household income
 - Most recent tax return(s) for all those who file in the household
 - Lease, or letter with terms of rental agreement from landlord
 - Late payment or eviction notice
 - Bank statements (if applicable)
 - Veteran ID Card or DD-214 (if applicable)

RENTAL ASSISTANCE



PRAIRIE STATE LEGAL SERVICES

Equal Access to Justice

Updated March 1, 2021

If you are being evicted for nonpayment of rent and you cannot pay your rent because you were impacted by COVID-19, you should seek rental assistance immediately. You may qualify for 3-4 months of rental assistance to pay your past due rent.

You will need to provide the rental assistance agency the following documents:

- Driver's License or State ID for anyone age 18 or older in the household
- Social Security cards for all household members
- Documents supporting a loss of income or other COVID-19 related crisis that caused need for assistance
- Documentation of all household income received in prior 90 days
- Most recent tax return(s) for all those who file in the household
- Lease, or letter with terms of rental agreement from landlord
- Late payment or eviction notice
- Bank statements for past 3 months
- Veteran ID Card or DD-214 (if applicable)



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for Equal Justice
LEGAL SERVICES CORPORATION

Normal

Apply for up to 3 months of past due rent (up to \$3,000). Find the application at <https://www.normal.org/1487/COVID-19-Related-Housing-Assistance-Prog>.

Complete the application in on of three ways:

1. Online at <https://secure.normal.org/cdbg>
2. Mail to: Mid Central Community Action, Attn: CDBG, 1301 W Washington Street, Bloomington, IL 61701
3. Drop your application off in a dropbox located at the front door of Mid Central Community Action between 8 a.m. and 4 p.m., Monday through Friday

Bloomington

Apply online at www.cityblm.org/cdbg or in-person at the Grossinger Motors Arena (exterior window near the corner of Front and Madison) for up to 3 months of past due rent (up to \$5,000).

You can call Prairie State Legal Services at (309) 433-0062 for legal assistance. PSLS will take an application over the telephone. You will speak with a PSLS attorney over the telephone for legal advice and possible representation for negotiations with the landlord or legal representation in court.