

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	EVICTION COMPLAINT	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of the 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>)	_____ Case Number

In 1, enter the address of the property.

1. I have the right to possession of the following property:
 Address: _____
Address, Unit #
City
State
ZIP

In 2a-e, check the reason you are asking the court to evict Defendants from the property.

2. Defendants unlawfully withhold possession and have no right to stay in the property because *(check all that apply)*:
- a. I ended *(terminated)* the lease for nonpayment of rent. Defendants owe rent for the period: _____ to _____ in the amount of \$ _____ .
Date
Date
 - b. They refused to leave the property after their oral or written lease ended.
 - c. I ended *(terminated)* the lease because Defendants violated the terms of their lease by *(explain how they violated the lease)*: _____

 - d. They are trespassers.
 - e. They entered lawfully but have overstayed.

In 3, check the boxes that apply to your situation.

3. I demand possession of the property and court costs.
 I also demand *(check all that apply)*:
- Past due rent in the amount of \$ _____ .
 - Rent due through the date of judgment.
 - Attorneys' fees, if allowed under the law.

In 4, check the boxes for which documents are attached. You must attach the *Demand or Notice*, including the *Affidavit of Service of a Demand or Notice*.

If your *Eviction Complaint* is based on violation of a lease provision, other than non-payment of rent, you must attach a copy of the lease, or relevant portions of it.

If you do not attach the *Demand, Notice* or lease, you should complete and attach the *Affidavit – Supporting Documents Not Attached to Eviction Complaint*.

4. Attached to the *Eviction Complaint* are (check all that apply):

- The *Demand or Notice*
- Affidavit of Service of a Demand or Notice*
- The written lease agreement
- Affidavit – Supporting Documents Not Attached to Eviction Complaint*
- Other documents supporting the *Eviction Complaint* (describe): _____

- No documents are attached.

Under [Illinois Supreme Court Rule 137](#), your signature means that you have read the document, that to the best of your belief, it is true and correct and that you are not filing it for an improper purpose, such as to cause delay.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

/s/
Your Signature

Print Your Name

Street Address

City, State, ZIP

Telephone

Email

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.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	EVICTION ORDER	<i>For Court Use Only</i>
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Instructions ▼ Directly above, enter the name of the county where the case was filed. Enter the full names of Plaintiff, Defendants, and the case number as listed on the <i>Eviction Complaint</i> . Check the box for Unknown Occupants if it was checked on <i>Eviction Complaint</i> .	Plaintiff (For example, the landlord or owner): _____ _____ _____ v. Defendants (For example, the tenants or occupants): _____ _____ _____ <input type="checkbox"/> Unknown Occupants	_____ Case Number
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Notice to Defendants: This Order is a judgment against you. It may appear on a background or credit check and affect your ability to rent housing. Do not agree to or sign off on this Order if:

- You have an agreement with Plaintiff that lets you stay in the property; or
- Plaintiff has agreed to dismiss this case if you move out by a certain date.

Check this box if the judge dismissed any Defendants from the case. Enter the names of those Defendants. In 1, enter the complete address, including the street direction (N., E., etc.) and unit # or floor. In 2, enter the date and time by which Defendants must move out. In 3, enter the names of Defendants to be evicted and check the box for Unknown Occupants if it was checked on the <i>Eviction Complaint</i> . In 4, check the boxes that apply. If Plaintiff is awarded money, enter the names of Defendants who have been ordered to pay the money. Sections 1-4 must be completed.	<input type="checkbox"/> The following individuals are dismissed as Defendants, and this Order does not apply to them: _____ 1. Plaintiff is given possession of the property located at: _____ <i>Street address</i> <i>Unit</i> _____ <i>City</i> <i>State</i> <i>ZIP</i> 2. Defendants must move out of the property on or before _____ by <input type="checkbox"/> 11:59 p.m. or by <input type="checkbox"/> _____ <i>Time</i> <i>Date</i> 3. Plaintiff may give the sheriff a copy of this Eviction Order. If Defendants do not move by the date and time listed above, the Sheriff is ordered to evict the following Defendants: _____ _____ <input type="checkbox"/> Unknown Occupants 4. Plaintiff is owed (check all that apply): <input type="checkbox"/> No money claimed in <i>Eviction Complaint</i> <input type="checkbox"/> Money claim dismissed and Plaintiff may seek this money in the future <input type="checkbox"/> Money claim dismissed and Plaintiff may not seek this money in the future <input type="checkbox"/> \$ _____ in rent or assessments <input type="checkbox"/> \$ _____ in court costs <input type="checkbox"/> \$ _____ in attorneys' fees (if allowed) <input type="checkbox"/> The total judgment amount of \$ _____ is entered against the following Defendants: _____ <input type="checkbox"/> The Court is not yet ruling on the money claim. Case continued to _____ for <input type="checkbox"/> status <input type="checkbox"/> hearing in courtroom _____ <i>Date</i> <i>Time</i> and the Court finds there is no just reason to delay enforcement or appeal of this <i>Eviction Order</i> .
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Enter the name and contact information of the person completing this Order.	Name: _____ Address: _____ Telephone #: _____ Attorney # (if any): _____	ENTERED: _____ <i>Date</i> _____ <i>Judge</i>
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STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	EVICTIION SUMMONS	<i>For Court Use Only</i> _____ Case Number
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>)	

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 2nd 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 *How to File Present & Eviction Case* 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.

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: _____
_____ in this courtroom: _____

You may be able to attend this court date by phone or video. This is called a “Remote Appearance.” Call the Circuit Clerk at: _____

Local Circuit Clerk’s phone number

or visit their website to find out how to do this.

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 THE DEFENDANT? SEE BELOW

AN EVICTION CASE HAS BEEN FILED

The Plaintiff is trying to evict you. If you lose this case, you will have to move and possibly pay the Plaintiff 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 Plaintiff'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 have a right to demand a trial by jury. Jury trials are complicated, so you may want to consult with a lawyer before demanding a jury trial. A jury demand should be filed on or before the first date you have to come to court. If you have not done it by that date, the judge might not give you more time to file it.
3. 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.
4. 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/.
5. If you do not have a lawyer but can afford one, you can call one of the following Lawyer Referral Services and ask them to recommend a lawyer for you:
 - Chicago Bar Association Lawyer Referral Service: (312) 554-2001
 - Cook County Bar Association Lawyer Referral Service: (312) 630-1157
 - Illinois State Bar Association: (800) 922-8757
 - Other Lawyer Referral Services are available online.
6. If you cannot afford a lawyer, a legal aid organization may be able to help you for free or at a reduced rate.
If you live in Cook County, call CARPLS: (312) 738-9200. CARPLS is a legal aid referral service that can connect you with one of Cook County's many legal aid organizations. You may also contact these organizations directly:
 - Cabrini Green Legal Aid (CGLA): (312) 738-2452
 - Lawyers' Committee for Better Housing (LCBH): (312) 347-7600
 - Legal Aid Chicago: (312) 341-1070**If you live in Northern Illinois but outside Cook County**, call Prairie State Legal Services: (800) 531-7057
If you live in Central and Southern Illinois, call Land of Lincoln Legal Aid: (877) 342-7891
7. For more information about your rights, visit: illinoislegalaid.org/.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	AFFIDAVIT OF SERVICE OF EVICTION SUMMONS & EVICTION COMPLAINT	<i>For Court Use Only</i>
Instructions ▼	Plaintiff (For example, the landlord or owner): _____ _____	
Directly above, enter the name of county where you will file the case.	Defendants (First, middle, last name): _____ _____	
Enter your name as Plaintiff.	v.	
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.	<input type="checkbox"/> Unknown Occupants (<i>Unknown Occupants are people living in the property whose names you do not know.</i>)	
The Circuit Clerk will add a Case Number.	<input type="checkbox"/> Alias Summons (<i>Check this box if this is not the 1st Summons issued for this Defendant.</i>)	
		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 *Eviction Summons and Eviction Complaint* on the Defendant,
_____ **as follows:**
First, Middle, Last

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

On someone else at the Defendant/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.
Street 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 Defendant in a postage-paid, sealed envelope to the above address on _____
Date

On the Corporation's agent: _____
First, Middle, Last
Male: Female: Non-Binary: Approx. Age: _____ Race: _____
On this date: _____ at this time: _____ a.m. p.m.
Street Address, Unit #: _____
City, State, ZIP: _____

that I was not able to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant,

First, Middle, Last

I made the following attempts to serve the *Eviction Summons* and *Eviction Complaint* on the Defendant:

1. On this date: _____ at this time: _____ a.m. p.m.
Street Address, Unit #: _____
City, State, ZIP: _____
Other information about service attempt: _____

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

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

DO NOT complete this section. The sheriff or private process server will complete it.

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.

If you are a special process server, or licensed private detective, your signature certifies that everything on the *Affidavit of Service of Eviction Summons & Eviction Complaint* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.

By:

Signature by: Sheriff
 Special process server/
licensed private
detective

FEES
Service and Return: \$ _____
Miles: _____ \$ _____
Total: _____ \$ _____

Print Name

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