

**STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
WINNEBAGO COUNTY**

Plaintiff
vs.

Defendant

Case No. _____

Amount Claimed: \$ _____

Service to **Defendant:** _____

Address: _____

ARBITRATION CASE SUMMONS

TO THE DEFENDANT _____,

YOU ARE HEREBY SUMMONED and required to appear before this court in the Winnebago County Courthouse, 400 West State St., Rockford, Illinois on _____ to answer the Complaint in this case, a copy of which is hereto attached. Date / Time / Courtroom / Meeting ID

IF YOU FAIL TO DO SO, A JUDGMENT BY DEFAULT MAY BE ENTERED AGAINST YOU FOR THE RELIEF ASKED FOR 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 21 days before the day for appearance. If service cannot be made, this summons shall be returned so endorsed.

This summons may not be served later than thirty (30) days after its date.

Date: _____

Thomas A. Klein, Clerk of the Circuit Court
By Deputy Clerk: _____

Plaintiff's Attorney or Plaintiff,

Name: _____

Attorney for: _____

Address: _____

City/State/Zip: _____

Telephone No: _____

Date of Service _____, 20 _____

(To be inserted by officer on copy left with defendant or other person)

ATTENTION:

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 815-319-4500 or visit tinyurl.com/virtualcourt17 to find out how to do this.

E-filing is now mandatory with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit www.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 www.illinoiscourts.gov/faq/gethelp.asp or talk with your local circuit clerk's office. If you cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your circuit clerk for more information or visit www.illinoislegalaid.org.

If you are unable to pay your court fees, you can apply for a fee waiver. For information about defending yourself in a court case (including filing an appearance or fee waiver), or to apply for free legal help, go to www.illinoislegalaid.org. You can also ask your local circuit clerk's office for a fee waiver application.

If you have a disability that requires an accommodation to participate in court, please contact the Court Disability Coordinator at 815-319-4806.