Give this letter to the sheriff. Do not file it.

Letter to the Sheriff

(SERVING A SUMMONS AND COMPLAINT/PETITION)

Instructions to User

1. Complete this letter for **each** Defendant/Respondent the sheriff will deliver (serve) the *Summons* and *Complaint or Petition* to. Do not file this letter with the Circuit Clerk.
2. With each letter, include:
   - Copies of the *Summons* and *Complaint or Petition*;
   - Payment for the sheriff's fee for services. If you have an *Order for Waiver of Court Fees*, which waives or partially waives your fees, include the order and any payment due. Contact the sheriff's office for information on the cost and how to pay; and
   - A self-addressed and stamped envelope for the sheriff to mail the *Proof of Service of Summons and Complaint/Petition* to you.

   If the Defendant/Respondent who will be served is listed on an *Additional Defendant/Respondent Address and Service Information* form, include that form too.
3. Send everything to the sheriff 's office in the county where the Defendant/Respondent lives.

Date: _____

Sheriff of _____ County State of _____

Address of Sheriff: _____

_____

_____

Dear Sheriff:

Re: _____ v. _____

Plaintiff/Petitioner *Defendant/Respondent*

Case Number: _____

I am enclosing the *Summons* and *Complaint/Petition* to be served on:

Name of Defendant/Respondent: _____

First, Middle, and Last Name, or Business Name

Check all that apply

☐ I have been granted a full fee waiver and have enclosed an *Order for Waiver of Court Fees* entered by the Court in County, Illinois;

☐ I have been partial fee waiver and have enclosed an *Order for Waiver of Court Fees* entered by the Court in County, Illinois;

☐ I do not have a fee waiver.

☐ I have enclosed a payment of $_____.

Once you have served the enclosed documents, please complete the *Proof of Service of Summons* and *Complaint/Petition* and return it to me in the enclosed self-addressed stamped envelope.

Thank you for your attention to this matter.

Sincerely,

Your Signature /s/_____ Print Name _____

Your Address _____

Street Address *City* *State* *Zip Code*

Your Phone Number _____ Your Email _____