

**PETITION TO MODIFY
(Non-Financial Matters)**

1. Fill out Petition to Modify.
 - A. Fill in the Plaintiff's name, Defendant's name and case number.
 - B. In your own words, complete the Petition to Modify by telling the Court what you want to change or modify.
 - C. Sign the petition and provide your contact information.

2. Once the clerk gives you a hearing date, complete the Notice of Hearing.

3. You must serve the other party with a copy of the Petition to Modify, Notice of Hearing, and a blank Financial Affidavit by one of the following methods:

- A. Service by a Sheriff's Deputy
- B. Service by a licensed private process server
- C. Certified, restricted delivery via U.S. mail with a return receipt
- D. Via a third party carrier (e.g. FED EX, UPS), restricted delivery with a return receipt.

4. If you choose service by the Sheriff, they will provide you with an Affidavit of Service, as long as you have paid them. You must e-file the Affidavit in your case. If you use a licensed private process server, they will usually give you the option of e-filing the Affidavit of Service yourself, or they will e-file it for you, as long as you have paid them. If you use U.S. mail or a third party carrier, it is your responsibility to e-file your proof of service/delivery to the other party. **You must e-file the proof of service in your court file at least 3 days prior to the court date.**

FAILURE TO FOLLOW THE ABOVE INSTRUCTIONS COULD RESULT IN YOUR HEARING BEING CONTINUED.

DO YOU NEED LEGAL HELP?

If you need legal help, there are options available to you. The best option is ALWAYS to consult with an attorney. If you cannot afford to hire a lawyer, you might be eligible for free legal assistance through *Prairie State Legal Services*, or through the *Peoria County Pro Bono* (free legal services) Plan, through which some attorneys provide volunteer legal services to qualified individuals in Tazewell County. Courts recommend that you consult with an attorney.

To contact Prairie State Legal Service's call their counseling services at: (309)674-9831 or 1-800-322-2280, available Monday through Friday from 9:05am to 11:45am and 1:05pm to 4:00pm. You will be able to speak with a lawyer by phone about your legal problem and may possibly obtain legal representation with your case, if qualified.

If you are not qualified for free legal services, and wish to be represented, you may contact the *Illinois State Bar's Lawyer Finder Service* at www.illinoislawyerfinder.com or 1-800-922-8757, or call the *Peoria County Bar Association Lawyer Referral Service* at (309)674-1224. These services provide the names of local lawyers with whom you can discuss your legal problem for a very low fee. After the initial consultation, you can decide whether or not to hire the lawyer.

Another service available is the Tazewell County Legal Self Help Center. This free, internet based service will help you find information about foreclosure and eviction actions, videos on what to do in court, and court documents which you can fill out and file with the Circuit Clerk. You may access this free service online at <http://tazewell.illinoislegalaid.org>, at home, a public library or the *Tazewell County Law Library* located in the Tazewell County Courthouse, 342 Court Street, Pekin, Illinois 61554, Room 103, where there will be a staff person available during posted hours:

Monday, Tuesday, and Friday 9am-2pm or Wednesday and Thursday 11:30am-4:30pm.

If you are facing foreclosure, other available resources include the *Illinois Attorney General's Homeowner Helpline*, 1-866-544-7151 (voice/TTY) or 1-312-814-5094, and their website offering links to the *Mortgage Lending Guide and Illinois Homeowners Rights Act*, at www.IllinoisAttorneyGeneral.gov; *HOPE for Homeowners Preservation Foundation Hotline*, 1-888-995-4673; *HUD-Certified Housing Counseling Agencies* at www.hud.gov; and US government resources at www.makinghomeaffordable.gov.

If you are a victim of domestic violence, other available resources include the *Center for Prevention of Abuse*. The center has court advocates at the Tazewell County Courthouse who will provide services including assistance in petitioning and appearing in court for an Order of Protection, counseling and referral services. You may visit the center's local office at the corner of Fourth and Court Streets in Pekin (diagonal across the street from the courthouse) or call (309)477-3066, or you may go directly to the center's advocacy office located in room 301 of the Tazewell County Courthouse in Pekin, from 9am to 12pm or 1pm to 5pm.

PLEASE KEEP IN MIND THAT ADVOCATES, LEGAL SELF-HELP NAVIGATORS, AND OTHER COURTHOUSE PERSONNEL ARE NOT PERMITTED TO PROVIDE LEGAL ADVICE OR LEGAL GUIDANCE TO YOU. YOU SHOULD SEEK THE SERVICES OF AN ATTORNEY, OR ACCESS ONE OF THE OPTIONS LISTED ABOVE.

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT OF ILLINOIS
TAZEWELL COUNTY**

PLAINTIFF: _____

Vs

Case Number: _____

DEFENDANT: _____

Petitioner's Signature

Petitioner: _____

Address: _____

Phone: _____

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT OF ILLINOIS
TAZEWELL COUNTY**

PLAINTIFF _____

vs.

Case No. _____

DEFENDANT _____

NOTICE OF HEARING

TO: _____
(Respondent's full name)

ADDRESS: _____
(Required)

KINDLY TAKE NOTICE that I will appear before the presiding Judge of said Court at the Tazewell County Courthouse on the ____ day of _____, 20____ at the hour of ____AM/PM in courtroom____ and will thereupon call for a hearing _____ (a copy of which is attached), at which time and place you may appear, if you see fit.

PETITIONER: _____

ADDRESS: _____

PHONE: _____

