

**ILLINOIS COURTS RESPONSE TO COVID-19 EMERGENCY/REDUCTION OF
UNNECESSARY IN-PERSON COURT APPEARANCES**

ORDER- M.R. 30370

With respect to the provisions of Supreme Court Rules 101, 283, and 286(a) regarding summonses:

- a. A summons requiring appearance on a specified day may only be used in an action for eviction, replevin, or detinue.
- b. A summons in a small claims action shall use a summons requiring each defendant to file an appearance within 30 days after service. The first paragraph of the summons in a small claims action shall include substantially the following language:

“You have been named a defendant in the complaint in this case, a copy of which is hereto attached. You are summoned and required to file your appearance, in the office of the clerk of this court, within 30 days of this summons, not counting the day of service. If you fail to do so, a judgment by default may be entered against you for the relief asked in the complaint.

- c. All proceedings other than those governed by paragraphs (a) and (b) shall use a summons under Supreme Court Rule 101(d) requiring each defendant to answer or otherwise file an appearance within 30 days after service.

The following Supreme Court Rules are suspended, until further order of this court, to the extent they authorize use of a summons requiring appearance on a specified day or a trial on a day specified in the summons:

Supreme Court Rule 101(b) (1) (actions for money not in excess of \$50,000, exclusive of interest and costs, and actions subject to mandatory arbitration where a local rule prescribes a specific date for appearance) and

Supreme Court Rules 283 and 286(a) (small claims actions)

In accordance with Supreme Court Rule 101(g), the use of the wrong form of summons, wither before or after issuance of this order, shall not affect jurisdiction of the court.

NOTICE

The Tazewell County Circuit Clerk’s office has included the summons form ordered by the Supreme Court in the following Small Claims form packet.

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

SUMMONS

Plaintiff

VS

CASE # _____

Defendant

To each of the above-named defendants:

You have been named a defendant in the complaint in this case, a copy of which is hereto attached. You are summoned and required to file your appearance, in the office of the clerk of this court, within 30 days after service of this summons, not counting the day of service. If you fail to do so, a judgment by default may be entered against you for the relief asked in the complaint.

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 <https://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 <http://www.illinoiscourts.gov/faq/gethelp.asp> or talk to 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 entry of 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.

THIS SUMMONS MAY NOT BE SERVED LATER THAN 30 DAYS AFTER ITS DATE.

WITNESS: _____, Clerk of the
Tenth Judicial Circuit, and the seal thereof, at Pekin, Illinois.

Dated _____ 20 _____ .

Name _____

Attorney No. _____

Address _____

City /State _____

Phone _____

NOTICE

The attorney who has requested this Summons is listed herein. Any questions regarding this Summons should be directed to him/her or your attorney.

DO NOT CALL THE CIRCUIT COURT CLERK.