# Getting Started

# Motion to Appoint Special Process Server

**IMPORTANT**: This getting started guide and the instructions are not legal advice. They are only meant to help you learn how to use a *Motion to Appoint Special Process Server* form in your case. Your use of these forms does not guarantee you will be successful in court.

To learn how to fill out the forms and file them with the court, read the *HOW TO FILE & SEND A MOTION TO APPOINT SPECIAL PROCESS SERVER* instruction sheet and the instructions on the forms.

| | |
|---|---|
| **Names of the forms:** | • *Motion to Appoint Special Process Server*<br>• *Order Appointing Special Process Server*<br>• *Notice of Motion to Appoint Special Process Server* (if needed)<br>• *Additional Proof of Delivery* (if needed)<br>• *Letter to Special Process Server* (if needed) |
| **Purpose of the forms:** | Use these forms when you need to see the judge to ask for a special process server to serve the Defendants/Respondents. |
| **Types of cases the forms CAN be used for:** | All civil cases. For example, divorce cases, family cases, eviction cases, small claims cases, lawsuits for injury or property damage, and contract disputes. |
| **Types of cases the forms CANNOT be used for:** | All criminal, traffic, and juvenile justice cases. |
| **Special information or papers needed to complete the forms:** | • Information about any previous attempts to serve the Defendants/Respondents<br>• The name of the person or company you want the judge to appoint as special process server |
| **Rules and statutes covering the forms:** | • 735 ILCS 5/2-202<br>• Illinois Supreme Court Rule 102 |
| **Where to find the forms and instruction sheet:** | ilcourts.info/forms |
| **For more information:** | Read the *HOW TO FILE & SEND A MOTION TO APPOINT SPECIAL PROCESS SERVER* instruction sheet that comes with these forms. You may also find more information, resources, and the location of your local legal self-help center at illinoislegalaid.org. |



Print Form Save Form