This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

| STATE OF ILLINOIS, CIRCUIT COURT<br>_____ COUNTY | MOTION TO APPOINT SPECIAL PROCESS SERVER | For Court Use Only |
|---|---|---|

| Instructions ▼ | |
|---|---|
| Directly above, enter the name of the county where you are filing the case. | |
| Enter your name as Plaintiff/Petitioner. | _____<br>**Plaintiff/Petitioner** *(First, middle, last name)* |
| Enter the names of all people you are suing as Defendants/Respondents. | v.<br>**Defendants/Respondents** *(First, middle, last name)*:<br>_____<br>_____<br>_____ |
| Enter the case number the Circuit Clerk has given you. | _____<br>**Case Number** |

In **1**, check **1a** or **1b**.

Check **1a** if you had the sheriff attempt to serve and enter the names of the Defendants/ Respondents who were not served.

Check **1b** if you did not have the sheriff attempt to serve and enter the reasons you need a special process server.

**1.** Service in this case *(check one)*:

☐ a. Was attempted by the sheriff but they were unable to serve these Defendants/Respondents: _____ .

The sheriff filed a report confirming this fact; OR

☐ b. Has not been attempted by the sheriff, but I need a special process server because: _____ .

In **2**, enter the name and address of the person or company who will serve the Complaint/Petition.

**2.** The Plaintiff/Petitioner asks the court to appoint the following person or company to serve the *Summons* and Complaint/Petition:

_____
*Name of Person or Company*

_____
*Street Address, Unit #* *City* *State* *ZIP*

In **3**, check only one box. If you check **3a**, enter the license number.

**3.** The above-named special process server:

☐ a. is a licensed private detective or private detective agency, license _____ .
*Number*

☐ b. is over age 18 and is neither a party to this case nor a licensed private detective or private detective agency.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**I certify that everything in this *Motion to Appoint Special Process Server* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.**

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print it.

Enter your complete address, telephone number, and email address, if you have one.

| /s/<br>*Your Signature* | *Street Address, Unit #* | |
|---|---|---|
| *Print Your Name* | *City, State, ZIP* | |
| *Email* | *Telephone* | *Attorney # (if any)* |

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.