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 | NOTICE OF 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.

Enter the names of all people you are suing as Defendants/Respondent

Enter the case number the Circuit Clerk has given you.

_____

**Plaintiff/Petitioner** *(First, middle, last name)*

v.

**Defendants/Respondents** *(First, middle, last name)*:

_____

_____

_____

_____

**Case Number**

In **1a**, enter the date and time of your hearing. Call your Circuit Clerk to find out how to get this information. If you are e-filing in Cook County, you will get the court date when you e-file.

In **1b** and **1c,** fill out:
-The courtroom and address of the courthouse.
-The call-in or video information for remote appearances (if applicable).
-The clerk's phone number and website.
All this information is available from the Circuit Clerk, you can find their contact information at: illinoiscourts.gov/courts/circuit-court/circuit-court-clerks/.

**1. Hearing Information**

The reasons for this hearing are listed in the attached *Motion to Appoint Special Process Server*. The hearing for the *Motion* is scheduled for:

a. Date: _____ Time: _____ ☐ a.m. ☐ p.m.

b. **In-person at** _____
*Street Address* *City* *State* *ZIP*

Courtroom: _____

OR

c. **Remotely** (You may be able to attend this court day by phone or video conference. This is called a "Remote Appearance.")

By telephone: _____
*Call-in number for telephone remote appearance*

By video conference: _____
*Video conference website*

_____
*Video conference log-in information (meeting ID, password, etc.)*

Call the Circuit Clerk at: _____ or visit their website
*Circuit Clerk's phone number*

at: _____ to find out more about how to do this.
*Website*

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 the *Notice of or 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 your name.

/s/
*Your Signature*

*Street Address, Unit #*

*Print Your Name*

*City, State, ZIP*

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

*Email*

*Telephone*

*Atty # (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.

## PROOF OF DELIVERY

In **1a**, enter the name, mailing address, and email address of the party you are sending the documents to. If they have a lawyer, you **must** enter the lawyer's information.

In **1b**, check the box to show how you are sending the documents.

**CAUTION:** If you and the person you are sending the documents to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the documents.

In **2**, if you are sending the document(s) to more than 1 party or lawyer, fill in **a**, **b**, and **c**. Otherwise leave **2** blank.

In **2a**, enter the name, mailing address, and email address of the party you are sending the document(s) to. If they have a lawyer, you **must** enter the lawyer's information.

In **2b**, check the box to show how you are sending the documents.

**CAUTION:** If you and the person you are sending the documents to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the other options.

In **c**, fill in the date and time that you are sending the documents.

**1.** I am sending *Notice* and *Motion to Appoint Special Process Server*

a. To:

Name: _____
*First* *Middle* *Last*

Address: _____
*Street, Apt #* *City* *State* *ZIP*

Email address: _____

b. By:

- ☐ An approved electronic filing service provider (EFSP)
- ☐ Email *(not through an EFSP)*

*Only use one of the methods below if you do not have an email address, or the person you are sending the documents to does not have an email address.*

- ☐ Personal hand delivery to:
  - ☐ The party
  - ☐ The party's family member who is 13 or older, at the party's residence
  - ☐ The party's lawyer
  - ☐ The party's lawyer's office
- ☐ Mail or third-party carrier

c. On: _____ at: _____ ☐ a.m. ☐ p.m.
*Date* *Time*

**2.** I am sending this document(s):

a. To:

Name: _____
*First* *Middle* *Last*

Address: _____
*Street, Apt #* *City* *State* *ZIP*

Email address: _____

b. By:

- ☐ An approved electronic filing service provider (EFSP)
- ☐ Email *(not through an EFSP)*

*Only use one of the methods below if you do not have an email address, or the person you are sending the documents to does not have an email address.*

- ☐ Personal hand delivery to:
  - ☐ The party
  - ☐ The party's family member who is 13 or older, at the party's residence
  - ☐ The party's lawyer
  - ☐ The party's lawyer's office
- ☐ Mail or third-party carrier

c. On: _____ at: ☐ a.m. ☐ p.m.
*Date* *Time*

If you are sending your documents to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

☐ I have completed an *Additional Proof of Delivery* form.

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.

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 your name.

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

**I certify that everything in the *Proof of Delivery* is true and correct. I understand that a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.**

| | |
|---|---|
| /s/ | |
| *Your Signature* | *Street Address* |
| *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.



Print Form Save Form Reset Form