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 | ORDER APPOINTING 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>_____ |
| Enter the case number the Circuit Clerk has given you. | _____<br>_____<br>**Case Number** |

In **1**, enter the date the *Motion* was filed.

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

**1.** Plaintiff/Petitioner's *Motion to Appoint Special Process Server* was filed on: _____ .
*Date*

**2.** 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:
*(Check only one box)*

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

**OR**

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

In **4**, enter the names of the Defendants/ Respondents to be served.

**4.** ☐ The *Motion* is granted. The above-named special process server is appointed to serve these Defendants/Respondents: _____
_____

☐ The *Motion* is denied. It is denied because *(state specific reason)*: _____
_____
_____

**DO NOT** complete this section. The judge will sign and date here.

**ENTERED:**

_____ _____
*Judge* *Date*



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