

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

your name Plaintiff(s)
v.
defendant's name Defendant(s)
No. case #

MOTION

*1. SERVICE OF PROCESS in this cause has not been made by the Sheriff. The Sheriff's return, not found, is dated _____.

*2. The Sheriff of _____ County has not attempted service of process upon the defendant, however, the following facts as set forth more specifically in the attached affidavit provide a sufficient basis for the appointment of a special process server.

Petitioner moves the court to order service of process to be made by:

NAME Full name of person you want to serve the defendant

ADDRESS person's address, city, state, zip

EMPLOYMENT (NAME AND ADDRESS) _____

A person over 18 years of age and not a party to this action.

Atty. No.: _____

Name: your name

Attorney for: Pro Se

Address: your address

City/State/Zip: your city, state, and zip

Telephone: your telephone number

Under penalties as provided by law pursuant to 735 ILCS 5/1-109, the undersigned certifies that the statements set forth herein are true and correct or on information and belief, certifies that he/she verily believes the same to be true.

today's date
Date

your signature
Movant or Attorney for Movant

ORDER

IT IS HEREBY ORDERED that Full name of person you want to serve defendant is hereby appointed to make service of process in this cause. this motion is stricken.

Reason: _____

Dated today's date

ENTERED: _____
Judge Judge's No.

*Strike inapplicable paragraph.

SAMPLE

THE AFFIDAVIT OF RETURN OF SERVICE upon execution shall be stapled to the back side of the Court Summons and returned to court.