

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>SMALL CLAIMS (SC), Law Magistrate (LM) SUMMONS - Video Hearing</b>	<i>For Court Use Only</i>           _____ <b>Case Number</b>
<b>Instructions ▼</b> Directly above, enter the name of the county where you are filing the case. Enter your name as Plaintiff. Enter the names of all people or businesses you are suing as Defendants. Enter the Case Number given by the Circuit Clerk.	_____ <b>Plaintiff</b> <i>(First, middle, last name)</i>  v.  <b>Defendants</b> <i>(First, middle, last name or business name):</i> _____ _____ _____  <input type="checkbox"/> <b>Alias Summons</b> <i>(Check this box if this is not the 1<sup>st</sup> Summons issued for this Defendant.)</i>	

<b>IMPORTANT INFORMATION:</b>	<p>There may be court fees to start or respond to a case. If you are unable to pay your court fees, you can apply for a fee waiver. You can find the fee waiver application at: <a href="http://illinoiscourts.gov/documents-and-forms/approved-forms/">illinoiscourts.gov/documents-and-forms/approved-forms/</a>.</p> <p>E-filing is now mandatory with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit <a href="http://efile.illinoiscourts.gov/service-providers.htm">efile.illinoiscourts.gov/service-providers.htm</a> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <a href="http://illinoiscourts.gov/faq/gethelp.asp">illinoiscourts.gov/faq/gethelp.asp</a> or talk with your local circuit clerk's office. If you cannot e-file, you may be able to get an exemption that allows you to file in-person or by mail. Ask your circuit clerk for more information or visit <a href="http://illinoislegalaid.org">illinoislegalaid.org</a>.</p> <p>Call or text Illinois Court Help at 833-411-1121 for information about how to go to court including how to fill out and file forms. You can also get free legal information and legal referrals at <a href="http://illinoislegalaid.org">illinoislegalaid.org</a>.</p>
<b>Plaintiff:</b>	<b>If you are suing more than 1 Defendant, fill out a <i>Small Claims Summons</i> form for each Defendant.</b>

In **1a**, enter the name and address of a Defendant/Respondent. If you are serving a Registered Agent, include the Registered Agent's name and address here.

In **1b**, enter a second address for Defendant/Respondent, if you have one.

In **1c**, check how you are sending your documents to Defendant/

In **2**, enter the amount of money owed to you.

**1. Defendant/Respondent's address and service information**

- a. Defendant/Respondent's primary address/information for service:  
 Name *(First, Middle, Last)*: \_\_\_\_\_  
 Registered Agent's name, (if any): \_\_\_\_\_  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- b. If you have more than one address where Defendant/Respondent might be found, list that here:  
 Name *(First, Middle, Last)*: \_\_\_\_\_  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- c. Method of service on Defendant/Respondent  
 Circuit Clerk  
 Sheriff  Sheriff outside Illinois: \_\_\_\_\_  
*County & State*  
 Special process server  Licensed private detective

**2. Information about the lawsuit:**

Amount claimed: \$ \_\_\_\_\_

In 3, enter your complete address, telephone number, and email address, if you have one.

**3. Contact information for the Plaintiff/Petitioner:**

Name (First, Middle, Last): \_\_\_\_\_  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**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.

**Important information for the person receiving this Small Claims Summons (Defendant):**

You have been sued. Read all the documents attached to this *Small Claims Summons*.  
You must attend court on the court date below. The judge may want to have a trial on that day. If you do not attend, you could lose the case. If you are not ready for trial on your court date, you may ask the judge for more time. The judge does not have to give you more time.

In 4, the plaintiff should enter:

- The court date and time (this will be a date 40-61 days from filing).
- The address of the courthouse.
- The call-in or video conference information for remote appearances (if applicable).
- The clerk’s phone number and website.

All of this information is available from the Circuit Clerk.

For more information about how to complete 3, see *How to File & Serve a Small Claims Complaint* at [illinoiscourts.gov/documents-and-forms/approved-forms](http://illinoiscourts.gov/documents-and-forms/approved-forms).

**4. Instructions for the person receiving this Small Claims Summons (Defendant):**

You must attend court on the date below:

\_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m. in \_\_\_\_\_  
*Date Time Courtroom*

**In-person at:**

\_\_\_\_\_  
*Courthouse Address City State ZIP*

OR

**Remotely** (you may be able to attend this court date 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.  
*Circuit Clerk’s website*

**STOP!**

The Circuit Clerk will fill in this section.

**Witness this Date:** \_\_\_\_\_

*Seal of Court*

**Clerk of the Court:** \_\_\_\_\_

**STOP!**

The officer or process server will fill in the Date of Service.

Date of Service: \_\_\_\_\_  
(Date to be entered by an officer or process server on the copy of this Summons left with the Defendant or other person.)

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>PROOF OF SERVICE OF SMALL CLAIMS SUMMONS &amp; SMALL CLAIMS COMPLAINT</b>	For Court Use Only
Instructions ▼		
Directly above, enter the name of the county where you are filing the case.	<b>Plaintiff</b> <i>(First, middle, last name)</i>	
Enter your name as Plaintiff.	v.	
Enter the names of all people or businesses you are suing as Defendants.	<b>Defendants</b> <i>(First, middle, last name or business name):</i>	_____ <b>Case Number</b>
Enter the Case Number given by the Circuit Clerk.	<input type="checkbox"/> <b>Alias Summons</b> <i>(Check this box if this is not the 1st Summons issued for this Defendant.)</i>	

**\*STOP. Do not complete the rest of this form. The Circuit Clerk, sheriff, or special process server will fill in the form.\***

**My name is** \_\_\_\_\_, **and I state:**  
*First, Middle, Last*

**that I served the *Small Claims Summons* and *Small Claims Complaint* on the Defendant,**  
**as follows:**

\_\_\_\_\_  
*First, Middle, Last*

**By Circuit Clerk:**

By certified mail mailed by the Circuit Clerk:  
 On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

**By sheriff or special process server:**

Personally on the Defendant:  
 Male:  Female:  Non-Binary:  Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
 On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

On someone else at the Defendant's home who is at least 13 years old and is a family member or lives there:  
 On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_  
 And left it with: \_\_\_\_\_

\_\_\_\_\_  
*First, Middle, Last*

Male:  Female:  Non-Binary:  Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
 and by sending a copy to this Defendant in a postage-paid, sealed envelope to the above address on \_\_\_\_\_ .  
*Date*

On the Corporation's agent, \_\_\_\_\_  
*First, Middle, Last*  
 Male:  Female:  Non-Binary:  Approx. Age: \_\_\_\_\_ Race: \_\_\_\_\_  
 On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
 Street Address, Unit #: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

I was not able to serve the *Small Claims Summons* and *Small Claims Complaint* on the Defendant,

\_\_\_\_\_  
*First, Middle, Last*

I made the following attempts to serve the *Small Claims Summons* and *Small Claims Complaint* on the Defendant:

1. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. On this date: \_\_\_\_\_ at this time: \_\_\_\_\_  a.m.  p.m.  
Street Address, Unit #: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Other information about service attempt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DO NOT** complete this section. The sheriff or private process server will complete it.

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 a special process server, sheriff outside Illinois, or licensed private detective, your signature certifies that everything on the *Proof of Service of Small Claims Summons and Small Claims Complaint* is true and correct to the best of your knowledge. You understand that making a false statement on this form could be perjury.**

**By:** \_\_\_\_\_  
*Signature by:*  Circuit Clerk  
 Sheriff  
 Sheriff outside Illinois:

**FEES**  
Service and Return: \$ \_\_\_\_\_  
Miles: \_\_\_\_\_ \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

\_\_\_\_\_  
*County and State*  
 Special process server  
 Licensed private detective

\_\_\_\_\_  
*Print Name*

If *Summons* is served by licensed private detective or private detective agency:  
License Number: \_\_\_\_\_

**JUDGE CARLA BARNES**  
**COURTROOM—4D**  
**BLOOMINGTON, MCLEAN COUNTY, ILLINOIS**

**INSTRUCTIONS ON HOW TO APPEAR REMOTELY FOR YOUR COURT APPEARANCE**

**HOW TO APPEAR FOR YOUR HEARING REMOTELY (without coming to Court)—PLEASE READ CAREFULLY**

In light of the coronavirus pandemic, the following procedures have been put into place so you may appear remotely for your McLean County court case if your case has been set for a Remote/Virtual Hearing. If you are unsure if your hearing is in-person or remote/virtual, please contact Sandi Smith at 309.888.5243. Please check to make sure of the Judge assigned to your case to ensure that you are joining the correct Zoom Courtroom. You can only join the hearing on the date and time specified in the Notice of Hearing or Summons for your case. The Court will be using the Zoom video-conferencing platform for these court proceedings.

**IMPORTANT:** This procedure is only for the morning cases of Judge Barnes. Afternoon cases will only be set for a Zoom hearing upon request of the parties or Order of the Court. **Regardless, all trials will be conducted in person, not remotely, so parties must appear at the courthouse for all trials (not by Zoom).**

\*Counsel in cases where only one party is represented by an attorney must forward this information to the unrepresented party to ensure all parties are aware of the procedure. The court will include this information with all notices for re-scheduled cases and parties must per procedures include it as an attachment to a summons to be served upon the defendant.

\*If an attorney or party is not accustomed to using the Zoom platform, then he or she should sign up for a free Zoom account and practice using the app before joining a court hearing. This can be found at <https://zoom.us/>. You must ensure that your "screen name" is the same as how you are named in the court case to avoid extended wait times.

\*Attorneys and parties should "appear" in the Zoom meeting/hearing's waiting room approximately five minutes before the scheduled hearing time. The Court will admit you to the "hearing" room once both sides are present for a case. (Alternatively, depending on the number of people attending court via Zoom, the Court may admit everyone into the hearing room with the understanding that the judge will recognize and unmute attorneys/parties when he is ready to call certain cases). **Please be patient when you are joining as other cases in the hearing room may be on-going.**

\*There will not be an opportunity for negotiations during the hearing, so if parties want to negotiate, they will need to leave the meeting and rejoin thereafter. It is the party's responsibility to ensure they obtain a future court date before leaving a meeting. ***Additionally, both sides are strongly encouraged to communicate with each other in advance of the hearing to avoid additional delays during the hearing and possibly eliminate the need for a hearing. If you have resolved your case prior to the hearing and have confirmation of that from the other side, you do not need to appear for your hearing.***

\*Please also position yourselves so that your video camera can rest in a stationary position and not be moving around. All participants should ensure that they are visible in the camera when appearing for their hearings. Please limit background noise.

\*Attorneys are welcome to share this invitation with their clients. Represented parties are welcome to attend the hearings with their attorneys if they wish, but represented parties should not address the Court unless permitted to do so. The attorneys will speak for their clients.

\*Once admitted to the virtual hearing room, unrepresented parties (litigants who do not have attorneys) will be recognized and unmuted by the Court at the time the judge is ready to call their case.

\*You must dress in an appropriate manner as if you were appearing in-person in court.

\*The audio or video recording of the proceeding in any manner is strictly prohibited. If you experience technical difficulties, including if the meeting link will not work, please contact Sandi Smith at 309.888.5243.

\*We ask for your patience during these hearings. Please remember that appearing remotely saves you time from coming to the courthouse.

**PLEASE SEE REVERSE SIDE FOR SPECIFIC ZOOM MEETING INSTRUCTIONS**

# **Instructions for Joining Courtroom—Judge Carla Barnes**

## **(1) To Join by Video and Audio with computer or smartphone:**

<https://zoom.us/j/93030347594?pwd=ZG9rWVFGczU5ZFZ1cjBkSHQ0akQ3UT09>

**Meeting ID:** 930 3034 7594

**Password:** 5AhsNp

## **(2) To join only by dialing in by phone:**

+1 312 626 6799 US (Chicago)

The Chicago phone number should work for people calling from the Midwest. If that number does not work, you may find your local number at:

<https://zoom.us/j/93030347594?pwd=ZG9rWVFGczU5ZFZ1cjBkSHQ0akQ3UT09>

**Meeting ID:** 930 3034 7594

**Password for dialing-in only:** 721732

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