NOTICE TO DEFENDANTS - SMALL CLAIMS CASES ONLY
(Pursuant to Supreme Court Rule)

In a civil action for money (under $5,000) in which the Summons requires your appearance on a specified day, you may enter your appearance as follows:

1. You may enter your appearance prior to the time specified in the Summons by filing a written appearance, answer or motion in person or by attorney at the Office of the Circuit Clerk, DeKalb County Courthouse, 133 West State Street, Sycamore, IL 60178.
2. You may enter your appearance at the time and place specified in the Summons by making your presence known to the Judge when your case is called.

In either event, **YOU MUST APPEAR IN PERSON OR BY ATTORNEY** at the time and place specified in the Summons or a default Judgment will be entered against you.

When you appear in Court, the Judge will require you to enter your appearance in writing, if you have not already done so. Your written appearance, answer, or motion shall state with particularity the address where service of notice or papers may be made upon you or an attorney representing you.

Your case will not be heard on the date set forth in the Summons unless otherwise ordered by the Court. Only the Court can make an exception. Do not call upon the Court Clerk or the Sheriff's office if you feel you will be unable to be present at the time and place specified. Continuances can be granted only on the day set forth in the Summons. You, or an attorney representing you, **MUST APPEAR IN PERSON** at the specified time and place and make such a request.

If you do not appear on the return date, most likely a judgment by default will be entered against you for the amounts sought in the complaint.

OFFICIAL SHERIFF PROCESS ONLY

I certify that I served this Summons on defendant(s) as follows:

[ ] (a). (Individual defendant(s)-personal):
By leaving a copy of the Summons and Complaint with each individual defendant(s) personally, as follows:

Name of Defendant	Date of Service

[ ] (b). (Individual defendant(s)-abode):

By leaving a copy of the Summons and Complaint at the defendant(s) usual place of abode, with some person of the family, or a person residing there of the age of 13 years or upwards, informing that person of the contents of the Summons, and also by sending a copy of the Summons and Complaint in a sealed envelope with postage fully prepaid, addressed to each individual defendant(s) at his/her usual place of abode, as follows:

Name of Defendant	Person with whom left	Date of Service	Mail date

[ ] (c). (Corporation defendant(s)):

By leaving a copy of the Summons and Complaint with the registered agent officer, or agent of each defendant corporation, as follows:

Defendant Corporation	Registered Agent	Date of Service	

[ ] (d). (Other service):

_____, Sheriff of _____County by _____,
deputy. Sheriff's Fees: Service and return $_____ + Miles _____ at $_____ per mile = total $_____.
Sheriff_____ of _____County.