

INFORMATION FOR PRO SE LITIGANTS FOR ELECTRONIC SUMMONS ISSUANCE

(This page is dedicated to only **electronic summons issuances**. All issuances are subject to approval by the Clerk of Court.)

Effective February 10, 2025, summons forms will no longer be accepted by email. For pro se litigants who do not have CM/ECF e-filing privileges, all summons issuances must be submitted electronically, by mail, or in person. **To have your summons issued quickly, the best option is to submit it electronically through the online portal.**

FILLING OUT YOUR SUMMONS FORM ELECTRONICALLY

(EXAMPLE OF COMPLETED SUMMONS IS ON THIS WEBPAGE):

- Use the correct form - [Summons - Electronic Submission](#)
- Fill out only the first page of the form.
- Complete the caption with the names of the Plaintiff(s), Defendant(s), case number, and name of judges.
- When preparing your summons form, you must include the number of days the defendant has to answer your complaint. If the defendant is a non-federal party, they are given 21 days. If they are a federal defendant, they are given 60 days. You must include the designated days in the summons form.
- Once completed, save your summons and upload in the [Pro Se Summons Submission portal](#). If your summons is successfully uploaded to the portal, you will receive a received confirmation by email.
- Upon receipt by the Clerk's Office, there will be a review of the summons. If the summons is correct, an issued copy will be returned to you by email. If your summons is not filled out correctly, the summons will be emailed back to you with an explanation.

MULTIPLE DEFENDANTS: If your case has multiple defendants, you must submit a summons for each defendant. Therefore, if you have ten (10) defendants, you will need to submit ten (10) separate summons forms.

FEDERAL DEFENDANTS: If you have an action against any federal defendant, in addition to that defendant, you must submit additional summons' to both the US Attorney and the US Attorney General.

IN FORMA PAUPERIS: Summons can only be issued if the filing fee is paid. However, for a Plaintiff(s) who is seeking an In Forma Pauperis (a/k/a IFP) the summons will be issued if the IFP has been granted by your judge or your judge has ordered the summons to be issued absent the entry of your IFP.

SUBMITTING AN ALIAS SUMMONS IN A CIVIL CASE: Add the words "alias" in front the form name. Example: Alias Summons In A Civil Case

SUBMITTING A SUMMONS FOR A TEMPORARY RESTRAINING ORDER (TRO): The name of the person/entity you name on the summons must be an exact match to what is on the TRO.

RETURN OF SERVICE: The second page of the summons form is the return of service and is filled out by the person who you have designated to serve the defendant. Upon completion, you must file the completed form with the Clerk of Court.

EXAMPLE - COMPLETED SUMMONS FOR REFERENCE ONLY

AO 440 (Rev. 05/00) Summons in a Civil Action

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS

SUMMONS IN A CIVIL CASE

Name of Plaintiff,
Plaintiff

CASE NUMBER: 2025 cv 12345

V.

ASSIGNED JUDGE: Name of Judge

Name of Defendant,
Defendant

DESIGNATED
MAGISTRATE JUDGE: Name of Judge

TO: (Name and address of Defendant)

Name of Defendant
1234 W. Main Street
Chicago, IL 60101

YOU ARE HEREBY SUMMONED and required to serve upon PLAINTIFF'S ATTORNEY (name and address)

(Your address goes here. Because you are Pro Se, you are your own attorney.)

Name of Plaintiff
1327 Golf Road
Chicago, IL 60105

an answer to the complaint which is herewith served upon you, *21 days or 60 days days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint. You must also file your answer with the Clerk of this Court within a reasonable period of time after service.

*Note: Number of days a defendant must respond AFTER service is 21 days for non-federal parties and 60 days for federal parties.

RETURN OF SERVICE		
Service of the Summons and complaint was made by me ⁽¹⁾	DATE	
NAME OF SERVER (<i>PRINT</i>)	TITLE	
<i>Check one box below to indicate appropriate method of service</i>		
<div style="margin-bottom: 10px;"><input type="checkbox"/> Served personally upon the defendant. Place where served: _____ _____</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Left copies thereof at the defendant's dwelling house or usual place of abode with a person of suitable age and discretion then residing therein. Name of person with whom the summons and complaint were left: _____</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Returned unexecuted: _____ _____ _____</div> <div style="margin-bottom: 10px;"><input type="checkbox"/> Other (specify): _____ _____ _____</div>		
STATEMENT OF SERVICE FEES		
TRAVEL	SERVICES	TOTAL
DECLARATION OF SERVER		
<p style="text-align: center;">I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service and Statement of Service Fees is true and correct.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 30%;">Executed on _____ Date</div><div style="width: 60%;">_____ <i>Signature of Server</i></div></div> <div style="text-align: center; margin-top: 20px;">_____ <i>Address of Server</i></div>		

(1) As to who may serve a summons see Rule 4 of the Federal Rules of Civil Procedure.