

IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT  
McHENRY COUNTY, ILLINOIS

\_\_\_\_\_  
Plaintiff

vs.

Case Number \_\_\_\_\_

\_\_\_\_\_  
Defendant

and

Address of Employer:  
\_\_\_\_\_

\_\_\_\_\_  
Employer

**WAGE DEDUCTION SUMMONS TO CONFIRM  
CONDITIONAL JUDGMENT**

**To the Employer:**

**YOU ARE SUMMONED** and required to file your appearance in this case in the office of the McHenry County Clerk of Court, 2200 N. Seminary Avenue, Woodstock, Illinois 60098, on or before \_\_\_\_\_, 20\_\_\_\_\_, and show cause why the conditional judgment for \$ \_\_\_\_\_ entered against you on \_\_\_\_\_, 20\_\_\_\_\_, should not be made final. **IF YOU FAIL TO DO SO, THE CONDITIONAL JUDGMENT MAY BE CONFIRMED.**

**To the Officer:**

This summons must be returned by the officer or other person to whom it was given for service, with endorsement of service and fees, if any, immediately after service. If service cannot be made, this summons shall be returned so endorsed. This summons may not be served later than the above date.



**WITNESS:** Clerk of the Twenty-Second Judicial Circuit, and the seal thereof, at Woodstock, Illinois.

DATED \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Clerk of the Circuit Court

By: \_\_\_\_\_

Deputy

\_\_\_\_\_  
(Plaintiff's attorney or Plaintiff, if not represented by an attorney):

Name \_\_\_\_\_

Attorney for \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**Date of Service**

(To be inserted by officer on copy left with employer or other person)

**SHERIFF'S FEES FOR SERVICE**

Service and return	\$ _____
Miles _____	\$ _____
Cost of mailing copies	\$ _____
Total Sheriff's Fees	\$ _____

\_\_\_\_\_  
 Sheriff of \_\_\_\_\_ County

**SHERIFF'S RETURN**

I CERTIFY THAT I SERVED THIS SUMMONS ON DEFENDANTS AS FOLLOWS:  
 (Check appropriate box and complete information below)

- (a) **INDIVIDUAL DEFENDANTS – PERSONAL:**  
 By leaving a copy of the summons and a copy of the complaint with each individual defendant personally.
- (b) **INDIVIDUAL DEFENDANTS – ABODE:**  
 By leaving a copy of the summons and a copy of the complaint at the usual place of abode of each individual defendant with a person of his family, of the age of 13 years or upwards, informing that person of the contents and also by sending a copy of the summons in a sealed envelope with postage fully prepaid, addressed to each individual defendant at his usual place of abode.
- (c) **CORPORATION DEFENDANTS:**  
 By leaving a copy of the summons and a copy of the complaint with the registered agent, officer or agent of each defendant corporation.
- (d) **OTHER SERVICE**

Name of Defendant \_\_\_\_\_  
 Name of Person \_\_\_\_\_  
 Summons given to \_\_\_\_\_  
 Sex \_\_\_\_\_ Race \_\_\_\_\_ Approx. Age \_\_\_\_\_  
 Place of Service \_\_\_\_\_  
 Date of Service \_\_\_\_\_ Time \_\_\_\_\_  
 Date of Mailing \_\_\_\_\_

Name of Defendant \_\_\_\_\_  
 Name of Person \_\_\_\_\_  
 Summons given to \_\_\_\_\_  
 Sex \_\_\_\_\_ Race \_\_\_\_\_ Approx. Age \_\_\_\_\_  
 Place of Service \_\_\_\_\_  
 Date of Service \_\_\_\_\_ Time \_\_\_\_\_  
 Date of Mailing \_\_\_\_\_

\_\_\_\_\_, Sheriff of \_\_\_\_\_ County  
 By: \_\_\_\_\_, Deputy