

STATE OF ILLINOIS

UNITED STATES OF AMERICA

COUNTY OF DU PAGE

IN THE CIRCUIT COURT OF THE EIGHTEENTH JUDICIAL CIRCUIT

vs

PLAINTIFF

CASE NUMBER

DEFENDANT

**APPOINTMENT  
OF  
SPECIAL PROCESS SERVER**

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**MOTION**

The Plaintiff \_\_\_\_\_ moves the Court to appoint:

☐ a private individual over the age of eighteen or ☐ a licensed private detective agency and not a party to this action to serve all writs of summons and any other writ or process required to be served in the above mentioned action.

Name \_\_\_\_\_ Address \_\_\_\_\_

DuPage Attorney Number \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Attorney for ☐ Plaintiff ☐ Attorney for Plaintiff Telephone Number \_\_\_\_\_

**AFFIDAVIT**

\_\_\_\_\_ being first duly sworn upon oath deposes and states that:

1. They are an adult over the age of eighteen.
2. They are a citizen of the United States of America.
3. They are not a party to the above mentioned cause.
4. That this affidavit is made for the purpose that the Court grant leave to allow all writs of summons, writs and any other process are necessary in the above mentioned cause.

Signed and sworn to before me

\_\_\_\_\_ Date

\_\_\_\_\_ Circuit Clerk or Notary Public

**ORDER**

This matter coming before this court on written motion of the plaintiff or the attorney for the plaintiff requesting the Court to exercise its discretion under 735 ILCS 5/2-202, Civil Practice Act, and the Court being fully advised in the premises; the

Court finding that \_\_\_\_\_ is ☐ a private individual over the age of eighteen or ☐ a licensed private detective agency and not a party to this action to serve all writs of summons and any other writ or process required to be served in the above mentioned action.

**IT IS THEREFORE ORDERED** that \_\_\_\_\_ be appointed to serve all writs of summons, writs and other process necessary in the above mentioned cause.

**IT IS FURTHER ORDERED** that returns on said writs of summons, writs and any other process shall be made by affidavit to this Court.

\_\_\_\_\_ Date

\_\_\_\_\_ Judge