



**In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois**

\_\_\_\_\_  
(Judgment Creditor) (Petitioner)

vs.

\_\_\_\_\_  
(Judgment Debtor) (Defendant)



Case No. \_\_\_\_\_

**CITATION NOTICE**

Judgment Debtor Address: \_\_\_\_\_

Name and Address of Attorney for Judgment Creditor or Judgment Debtor: \_\_\_\_\_

Amount of Judgment: \$ \_\_\_\_\_

Name of Person Receiving Citation: \_\_\_\_\_

Court Date and Time: \_\_\_\_\_

**NOTICE:** The Court has issued a Citation against the person named above. The Citation directs that person to appear in Court to be examined for the purpose of allowing the Judgment Creditor to discover income and assets belonging to the Judgment Debtor or in which the Judgment Debtor has an interest. The Citation was issued on the basis of a Judgment against the Judgment Debtor in favor of the Judgment Creditor in the amount stated above. On or after the Court date stated above, the Court may compel the application of any discovered income or assets toward payment on the Judgment.

The amount of income or assets that may be applied toward the Judgment is limited by Federal and Illinois law. **THE JUDGMENT DEBTOR HAS THE RIGHT TO ASSET STATUTORY EXEMPTION AGAINST CERTAIN INCOME OR ASSETS OF THE JUDGMENT DEBTOR WHICH MAY NOT BE USED TO SATISFY THE JUDGMENT IN THE AMOUNT STATED ABOVE.**

- (1) Under Illinois or Federal Law, the exemptions of personal property owned by the Debtor's Equity Interest, not to exceed \$4,000.00 in value, in any personal property as chosen by the Debtor; Social Security and SSI benefits; Veteran's Benefits; Circuit Breaker Property Tax Relief Benefits; the Debtor's Equity Interest, not to exceed \$2400.00 in value, in any one motor vehicle, and the Debtor's Equity Interest, not to exceed \$1500.00 in value, in any implements, professional books, or tools of the trade of the Debtor.
- (2) Under Illinois Law, every person is entitled to an estate in homestead, when owned and occupied as a residence to the extent in value of \$7,500, which homestead is exempt from Judgment.
- (3) Under Illinois Law, the amount of wages that may be applied toward a Judgment is limited to the lesser of (i) 15% of the gross weekly wages of (ii) the amount by which disposable earnings for a week exceed the total of 45 times the Federal Minimum Hourly Wage.
- (4) Under Federal Law, the amount of wages that may be applied toward a Judgment is limited to the lesser of (i) 25% of disposable earnings for week or (ii) the amount by which disposable earnings for a week exceed 30 times the Federal Minimum Hourly Wage.
- (5) Pension and Retirement Benefits may be claimed as exempt under Illinois Law.

The Judgment Debtor may have other possible exemptions under the law.

**THE JUDGMENT DEBTOR HAS THE RIGHT AT THE CITATION HEARING TO DECLARE EXEMPT CERTAIN INCOME OR ASSETS OF BOTH.** The Judgment Debtor also has the right to seek a declaration at an earlier date, by notifying the Clerk of the Circuit Court in writing at 200 South Ninth Street, Springfield, Illinois 62701. When so notified the Clerk of the Circuit Court will provide a hearing date and the necessary form that must be prepared by the Judgment Debtor or the Attorney for the Judgment Debtor and sent to the Judgment Creditor regarding the time and location for the hearing. This Notice may be sent by regular First Class Mail.

Name: \_\_\_\_\_

Attorney for Judgment Creditor: \_\_\_\_\_

Judgment Creditor: \_\_\_\_\_

ARDC No.: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Area Code/Telephone: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Attorney for Judgment Creditor  
or Judgment Creditor

**SHERIFF'S FEES**

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Service and Return	\$ _____
Miles	\$ _____
Total	\$ _____

I certify that I served this Summons on Defendants as follows:  
(Check appropriate box and complete information below)

(a) (Individual Garnishees - personal)

(The Officer or other person making service, shall (a) identify as to sex, race and approximate age of the Garnishee with whom he left the Summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the Summons was left with the Garnishee)

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(b) (Individual Defendants - abode)

By leaving a copy and two (2) copies of the Interrogatories at the usual place of abode of each individual Garnishee with a person of his family, of the age of 13 years or upwards, informing that person of the contents of the Summons.  
(The Officer or other person making service, shall (a) identify as to sex, race and approximate age of the Garnishee with whom he left the Summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the Summons was left with such person)

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and also by sending a copy of the Summons and two (2) copies of the Interrogatories in a sealed envelope with postage fully prepaid addressed to each individual Garnishee at his usual place of abode, as follows:

Name of Garnishee	Person Mailing Address	Date of Mailing
_____	_____	_____
_____	_____	_____

(c) (Corporation Garnishee)

By leaving a copy and two (2) copies of the Interrogatories with the Registered Agent, Officer or Agent of each Garnishee Corporation as follows:

Garnishee Corporation	Registered Agent, Officer or Agent	Date of Service
_____	_____	_____
_____	_____	_____

(d) (Other service)

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\_\_\_\_\_ Sheriff of \_\_\_\_\_ County  
By \_\_\_\_\_ Deputy



In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois

\_\_\_\_\_  
(Petitioner)  
  
vs.  
  
\_\_\_\_\_  
(Defendant)



Case No. \_\_\_\_\_

**CITATION TO DISCOVER ASSETS**

To: \_\_\_\_\_

YOU ARE COMMANDED to appear before the presiding Judge in Courtroom No. \_\_\_\_\_ located at the Sangamon County Building, 200 South 9th Street, Springfield, Illinois 62701, on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m., to be examined under oath concerning your property and income.

YOU ARE COMMANDED to produce at the examination (bring with you) all books, papers, or records in your possession or over which you have control, which may contain information concerning your property and income including:

\_\_\_\_\_  
\_\_\_\_\_

**YOUR FAILURE TO APPEAR IN COURT AS HEREIN DIRECTED MAY CAUSE YOU TO BE ARRESTED AND BROUGHT BEFORE THE COURT TO ANSWER A CHARGE OF CONTEMPT OF COURT, WHICH MAY BE PUNISHABLE BY IMPRISONMENT IN THE COUNTY JAIL.**

Name: \_\_\_\_\_

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

ARDC No: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Area Code/Telephone: \_\_\_\_\_

WITNESS: ANTHONY P. LIBRI, JR., C.G.F.M.,  
Clerk of the Seventh Judicial Circuit  
and Seal thereof, at Springfield, Illinois

\_\_\_\_\_  
Date

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

Whenever a Citation is served upon a person or party other than the Judgment Debtor, the Officer or person serving the Citation shall within two (2) business days of the service upon the cited party or in the case of the service by Certified or Registered Mail within two (2) business days of the date mailing, serve upon the Judgment Creditor either a copy of the underlying Judgment or a Certification by Clerk of the Circuit Court that entered the Judgment or the Attorney for the Judgment Creditor setting forth the amount of the Judgment, the name of the Court, and the number of the case, a copy of the Citation served upon the third person or party, and a copy of the Citation Notice required by this subsection. The Judgment Debtor shall be served by any means upon which service of a Citation is allowed by rule.

**NOTE: This process may not be served later than five (5) days before the day of appearance.**

**SHERIFF'S FEES**

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Service and Return	\$ _____
Miles	\$ _____
Total	\$ _____

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(Check appropriate box and complete information below)

(a) (Individual Garnishees - personal)

(The Officer or other person making service, shall (a) identify as to sex, race and approximate age of the Garnishee with whom he left the Summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the Summons was left with the Garnishee)

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(b) (Individual Defendants - abode)

By leaving a copy and two (2) copies of the Interrogatories at the usual place of abode of each individual Garnishee with a person of his family, of the age of 13 years or upwards, informing that person of the contents of the Summons.

(The Officer or other person making service, shall (a) identify as to sex, race and approximate age of the Garnishee with whom he left the Summons, and (b) state the place where (whenever possible in terms of an exact street address) and the date and time of the day when the Summons was left with such person)

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Name of Garnishee	Person Mailing Address	Date of Mailing
_____	_____	_____
_____	_____	_____

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Garnishee Corporation	Registered Agent, Officer or Agent	Date of Service
_____	_____	_____
_____	_____	_____

(d) (Other service)

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\_\_\_\_\_ Sheriff of \_\_\_\_\_ County  
By \_\_\_\_\_ Deputy