



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

The Forms contained in this packet are provided for filing of a Petition for Parentage. Listed below are the forms contained in this packet and simplified instructions. The forms are provided as a courtesy only. The Circuit Clerks Office is prohibited by law from giving any legal advice.

You may use this packet **ONLY** if the following applies:

- I. You are filing a petition to establish parentage, custody, visitation and child support may be included in you petition.
  - II. There has not been any other divorce, paternity, child support, or visitation cases filed for the parties and the children listed.
  - III. Services of Summons may be required for the other party.
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- A. Notice (12/1/06) – Created by the Judge for informational purposes regarding mediation.
  - B. Kid’s Rights Pamphlet (copy) – Contains information on mediation and child classes.
  - C. Procedures for Filing (6/12/02) – These two (2) pages are procedures that have been laid out by the Head Jude of the Family Division. It is suggested that parties adhere to these procedures to the best of their ability.
  - D. Petition to Establish Parentage (Appendix Q) – Provide information in the spaces provided. The person who is filing for the Establishment of Parentage is named as the Petitioner and the other party shall be the Defendant. The Petitioner is responsible for the filing fee for the Petition.
  - E. Child Support Data Sheet (Form 111) – This form needs to be completed with as much information as possible at a minimum the clerk will need the address of the parties. The information is used to set up child support accounts if and when an Order has been entered. The “Obligor” section is for information for the party who is ordered to pay support (usually the Defendant). The “Obligee” section is for the party who is to receive support (usually the Petitioner). The bottom section of the form is for the chid(ren)’s information. Any emancipated children do not need to be listed.
  - F. 30-Day Summons (Form 74) – This form is to be used **only** if the Defendant is unwilling to file an “Appearance and Consent” form. This form will not be valid unless executed by the Circuit Clerk. On the line labeled “to each Defendant”, provide the address(es) for the location where the Defendant can be served. The Summons must be served by the Sheriff for the County in which the Defendant resides or by private process server. Service fees may apply.

- G. Appearance and Consent (Form 11) – This form is to be completed by the Defendant if he/she agrees with the terms in the Petition for Dissolution, are waiving service by Summons and his/her appearance in Court. A filing fee is required and can be paid by either party.
- H. Affidavit of Income and Expenses (Appendix A) – This (2) copies are enclosed – one (1) for each party to complete.
- I. Joint Parenting Agreement (Appendix B) – This form may be completed at a later date or at the time of filing. The Judge may or may not approve the agreement.
- J. Order Establishing Parentage (Appendix R) – This form must be completed and signed prior to appearing in Court. The Order is not valid until approved/signed by Judge.

**NOTE:** Filing fees must be paid at the time of filing. Once your case has been filed, your case will be assigned to one (1) of the three (3) Family Judges. The clerk will give you the information needed to set your case for hearing. If you have any questions regarding filing of this packet, please contact the Circuit Clerks Office at 217-753-6674. Please be advised that the Circuit Clerk's Office is prohibited by law from giving any legal advice.