

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  _____ COUNTY	<b>NOTICE OF COURT DATE FOR MOTION</b>	For Court Use Only
Instructions ▼	_____ <b>Plaintiff / Petitioner</b> ( <i>First, middle, last name</i> )  v.  _____ <b>Defendant / Respondent</b> ( <i>First, middle, last name</i> )	
Enter above the county name where the case was filed.		
Enter the name of the person who started the lawsuit as Plaintiff/Petitioner.		
Enter the name of the person being sued as Defendant/Respondent.		
Enter the Case Number given by the Circuit Clerk.	_____ <b>Case Number</b>	

In **1a**, enter the date and time of your hearing.  
The Circuit Clerk will give you the date and time of the hearing when you file your *Motion*.

In **1b**, also enter the address of the court and court room number for the hearing.

**1. Hearing Information**

The reasons for this hearing are listed in the attached papers called *Motion*.

The hearing for the *Motion* I filed is scheduled for:

a. Date: \_\_\_\_\_, 20 \_\_\_\_ Time: \_\_\_\_\_  a.m.  p.m.

b. Address: \_\_\_\_\_  
*Street* *City* *State* *ZIP*

Courtroom: \_\_\_\_\_

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

**I certify that everything in the *Notice of Court Date for Motion* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.**

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Print Your Name*

\_\_\_\_\_  
*City, State, ZIP*

Enter your complete current address and telephone number.

\_\_\_\_\_  
*Telephone*

In 2, enter the date you send the *Motion* to the other parties. You must send this form by 5:00 p.m. on the same day it was filed with the Circuit Clerk.

**NOTE:** There may be local rules about how many days before the court date you have to give notice to the other party. Ask the Circuit Clerk where to find these rules. Look for rules about motions and notice of hearing.

In 3, enter the full name and address of the parties or lawyers you are sending a copy of the *Motion*, and check if you will send copies of this form by hand, by mail, or by email.

If a party has a lawyer, you must send a copy of the *Motion* to the lawyer.

**CAUTION:** You may only send this form by email if the other party has agreed to receive documents in the lawsuit by email.

**Proof of Delivery**

1. I sent the *Motion and Notice of Court Date for Motion*

2. At or before 5:00 p.m. on \_\_\_\_\_, 20\_\_\_\_  
Date

3. To:

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street, Apt # City State ZIP

Email: \_\_\_\_\_

- By:  Hand Delivery  
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
 Email

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street, Apt # City State ZIP

Email: \_\_\_\_\_

- By:  Hand Delivery  
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
 Email

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street, Apt # City State ZIP

Email: \_\_\_\_\_

- By:  Hand Delivery  
 Regular, First-Class Mail, deposited into the U.S. Mail with postage paid  
 Email

Under the Code of Civil Procedure, [735 ILCS 5/1-109](#), making a statement on this form that you know to be false is perjury, a Class 3 Felony.

After you finish this form, sign and print your name.

Enter your complete current address and telephone number.

**I certify that everything in the Proof of Delivery is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.**

\_\_\_\_\_  
*Your Signature*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Print Your Name*

\_\_\_\_\_  
*City, State, ZIP*

\_\_\_\_\_  
*Telephone*

**DO NOT** complete this section. The notary will complete it.

**Notary Public**

State of Illinois

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

Signed and sworn to before me on \_\_\_\_\_ by \_\_\_\_\_ .  
*Date* *Name*

*Seal*

\_\_\_\_\_  
*Signature of Notary*