

Appendix I: The Citation Notice
CITATION NOTICE

1. The Judgment Creditor (Plaintiff) must write in the assigned case number.
2. The Judgment Creditor must write in the names of all plaintiffs.
3. The Judgment Creditor must write in the names of all defendants.
4. The Judgment Creditor must write in "Pro Se" if the Judgment Creditor does not have an attorney.
5. The Judgment Creditor must write in the name of the Defendants attorney if there is one; if the Defendant is not represented by an attorney, write "Pro Se."
6. The Judgment Creditor must write in the name and address of the person directed to appear. Note: that this does not have to be the Judgment Debtor. In the case of a Third Party Citation, the name of the person or entity which is holding property of the Judgment Debtor would be written in.
7. The Judgment Creditor must write in the name, address and telephone number of the Judgment Debtor (usually the Defendant).
8. The Judgment Creditor must write in the Judgment Creditors name, address and telephone number and the words "Pro Se" must be provided.
9. The Judgment Creditor must write in the amount of the judgment.
10. The Judgment Creditor must write in the date assigned by the clerk and the check the courtroom number and check the box for the location of the Court, either the Kane County Courthouse, 100 South Third Street, Geneva, Illinois; or, Kane County Judicial Center, 37W777 Route 38, St. Charles, Illinois.
11. The Judgment Creditor must sign here.

