

**IN THE CIRCUIT COURT OF THE SIXTEENTH JUDICIAL CIRCUIT  
KANE COUNTY, ILLINOIS**

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

|                               |              |            |
|-------------------------------|--------------|------------|
| Plaintiff(s)                  | Defendant(s) | File Stamp |
| Pltf. Atty.                   | Deft. Atty.  |            |
| TO: (Defendant or Respondent) |              |            |
| Name: _____                   |              |            |
| Address: _____                |              |            |
| City, State & Zip: _____      |              |            |

**CITATION TO DISCOVER ASSETS**

**YOU ARE HEREBY COMMANDED** to appear before the presiding judge in Room \_\_\_\_\_ at the  Kane County Courthouse 100 S. Third St., Geneva, IL  Kane County Judicial Center 37W777 Rt. 38, St. Charles, IL on \_\_\_\_\_ at \_\_\_\_\_ m. to be examined under oath to discover assets or income not exempt from the enforcement of the judgment.

A judgment was entered on \_\_\_\_\_ and \_\_\_\_\_ remains unsatisfied.

**YOU ARE COMMANDED** to produce at the examination: All books, papers or records in your possession or control which may contain information concerning the property or income of, or indebtedness due Judgment Debtor and:

**NOTICE TO PERSON DIRECTED TO APPEAR - YOU ARE PROHIBITED** from making or allowing any transfer or other disposition of, or interfering with, any property not exempt from execution or garnishment belonging to the Judgment Debtor or to which the Judgment Debtor may be entitled or which may be acquired by or become due to the Judgment Debtor and from paying over or otherwise disposing of any money not so exempt, which is due or becomes due to the Judgment Debtor, until further order of Court or termination of the proceedings. You are not required to withhold the payment of any money beyond double the amount of the balance due.

E-filing is now mandatory for documents in civil cases with limited exemptions. To efile, you must first create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/FAQ/gethelp.asp> or talk with your local circuit clerk's office.

**YOUR FAILURE TO APPEAR IN COURT HEREIN AS 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.**

Attorney/Pro Se: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Atty. Registration No.: \_\_\_\_\_  
 Attorney E-mail: \_\_\_\_\_

WITNESS, \_\_\_\_\_ (Date)

\_\_\_\_\_  
 Clerk of 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 service upon cited party or in the case of service by certified or registered mail within two (2) business days of the date of mailing**, serve upon the Judgment Debtor 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 date of appearance.**