

IN THE CIRCUIT COURT OF THE FOURTEENTH JUDICIAL CIRCUIT
ROCK ISLAND COUNTY, ILLINOIS

)	
)	
Plaintiff/Petitioner,)	
)	
Vs.)	CASE NO. _____
)	
)	
Defendant/Respondent.)	

NOTICE OF HEARING

(This notice will not be effective, if you do not do all of the following: 1.) complete all parts of this form, including the certificate of service, 2.) file it with the circuit clerk, and, 3.) actually serve this notice in one of the manners set out below in the certificate of service)

TO: _____
(Insert name(s) and address(es) or email addresses of persons/parties whom you are notifying of the hearing.)

YOU ARE HEREBY NOTIFIED that on _____ (insert date of hearing) at _____ a.m./p.m. (insert time of hearing), or as soon thereafter as counsel or parties may be heard, we shall appear before the Honorable Presiding Judge in the room usually occupied by him or her as a Courtroom, at the Rock Island County Justice Center at 1317 3rd Avenue, Rock Island, Illinois, and there call up for hearing the _____ (insert name of the pleading, motion, or other subject of the hearing for which you are sending this notice.)

Date: _____
(Write today's date here)

(Sign your name here)

(Print your name, address, and phone number here)

CERTIFICATE OF SERVICE

Under the penalties as provided by law, pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the foregoing instrument was served upon all parties to the above cause and/or to each to the attorneys of record herein at the address(es) or email address(es) listed above (be sure to list the names and addresses above) on _____ (insert time and date you served this notice). **CHECK AT LEAST ONE:**

- By depositing it - at least 4 court days prior to hearing - in the U.S. mail with proper postage prepaid at _____ (insert city & state where you deposited it in the U.S. Mail.)
- By delivering it - at least 3 court days prior to hearing - to a third-party commercial carrier or courier with proper delivery charge prepaid at _____ (insert city & state in which you gave it to a third-party commercial carrier or courier.)
- Hand Delivery to person, office, or residential delivery - at least one court day prior to the hearing - delivered by _____ (insert name of person who made delivery) to _____ (insert time and location of delivery.)
- Email (at least one court day prior to the hearing) transmitted by _____ (insert name of person sending email.)

(Sign your name here)