

# Request for Hearing

**DRAFT**

**RFH-001**

You may use this form to:

- Ask the court for a hearing, and
- Notify the other person in your case about that hearing.

**Important!** The other person in your case must receive a copy of this *Notice* at least **5 business days** before the hearing. Otherwise, the court may cancel your hearing.

<b>Illinois Circuit Court</b> <i>(This area is for the Clerk's stamp)</i>
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**Fill out below:**

Your Case #: \_\_\_\_\_ County: \_\_\_\_\_ Judicial Circuit #: \_\_\_\_\_  
*(Find it on your other court papers.)*

① **Your Information** *(person asking for the hearing or your lawyer):*

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel. number: \_\_\_\_\_  
 You are the *(check one)*:  Plaintiff  Defendant

② **Other person in this case** or his/her lawyer *(check one)*:  Plaintiff  Defendant

Name: \_\_\_\_\_ Tel. number: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
*If there is more than 1 other person in this case, you must fill out a **separate** form for each other person.*

③ **There will be a court hearing on** *(date)*: \_\_\_\_\_ **at** *(time)*: \_\_\_\_\_  a.m.  p.m.

**At** *(address)*: \_\_\_\_\_ **Courtroom #**: \_\_\_\_\_

④ The reasons for this court hearing are *(list the orders you will ask for at the hearing)*:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

⑥ **How to Serve**: You must mail or give a copy of this *Notice* and the papers you filed to get this hearing to the person in ②. **Deadline**: The person in ② must receive the papers at least **5 business days before** your hearing. You may serve by mail or in person, then fill out ⑦ below.

⑦ **Proof of Service** *(Fill out after you serve and take a copy to your hearing)*:

I served the person in ② a copy of this *Notice* on *(date)*: \_\_\_\_\_  
 Service was *(check one)*:  by 1<sup>st</sup> class U.S. mail, with prepaid postage  in person

**Sign here after serving**: \_\_\_\_\_