



Circuit Clerk OF KENDALL COUNTY

807 West John Street
Yorkville, IL 60560
630.553.4183 📞

Office Hours
Monday – Friday
8:00 am – 4:30 pm


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Forms

CIRCUIT CLERK

****PLEASE PRINT A MINIMUM OF THREE (3) COPIES WHEN FILLING OUT ANY OF THE FORMS BELOW****
YOU WILL BE CHARGED FOR ANY EXTRA COPIES NEEDED
THE COURT REQUIRES ORIGINAL OR NOTARIZED SIGNATURES

APPROVED STATEWIDE FORMS

Application for Fee Waiver (Civil Only)

- [Getting Started](#)
- [How to ask the court to participate in a court case for free](#)
- [Application for waiver of court fees](#)
- [Order for waiver of court fees](#)

Appearance Pro Se (Civil Only)

- [Getting Started – Appearance](#)
- [How to File an Appearance](#)
- [Appearance Pre Se](#)

Adult Name Change

- [Getting Started – Request for Name Change \(Adult\)](#)
- [How to Change your Name \(for an Adult\)](#)
- [Request for Name Change \(Adult\)](#)
- [Notice of Filling a Request for name change \(Adult\)](#)
- [Order for Name Change \(Adult\)](#)

Mortgage Foreclosure Forms

Appearance & Answer

- [Getting Started Mortgage Foreclosure Appearance and Answer](#)
- [How to Respond to a Mortgage Foreclosure Complaint](#)
- [Mortgage Foreclosure Appearance & Answer](#)
- [Additional Paragraphs for Mortgage Foreclosure Appearance & Answer](#)
- [Additional Defense for Mortgage Foreclosure Appearance & Answer](#)
- [Additional Defendant Signatures, Names, & Addresses](#)

Motion to Stay Foreclosure Sale

- [Getting Started Motion to Stay Foreclosure Sale](#)
- [Motion to Stay Foreclosure Sale](#)
- [How to Ask the Court to Delay a Foreclosure Sale](#)
- [Notice of Motion to Stay Foreclosure Sale](#)
- [Order to Stay Foreclosure Sale](#)
- [Additional Defendant Signatures, Names, & Addresses](#)

Motion to Vacate Default Judgment of Foreclosure

- [Getting Started Motion to Vacate Default Judgment of Foreclosure](#)
- [How to Ask the Court to Vacate Judgment of Foreclosure](#)
- [Motion to Vacate Default Judgment of Foreclosure](#)
- [Notice of Motion to Vacate Default Judgment of Foreclosure](#)
- [Order to Vacate Judgment of Foreclosure](#)
- [Additional Defendant Signatures, Names, & addresses](#)

Motions

- Getting Started – Motion
- How To File & Send a Motion & Notice of Court Date for Motion
- Motion
- Order
- Getting Started – Notice of Court Date Motion
- Notice of Court Date for Motion
- Letter to the Circuit Clerk (Filling Forms in an Existing Case)

KENDALL COUNTY FORMS**Child Support Forms**

- Order/Notice to Withhold Income for Child Support
- Uniform Order for Support

General Forms

- Affidavit of Income and Expenses
- Affidavit for Non Wage Garnishment
- Affidavit for Wage Deduction Order
- Alias Summons
- Answer to Interrogatories
- Appearance
- Blank Order
- Boxed Order
- Certificate of Readiness and Order
- Change of Address
- Citation to Discover Assets
- Citation to Discover Assets to Third Party
- Citation Notice
- Complaint In Forcible Entry And Detainer
- Complaint In Replevin
- Comprehensive Financial Statement
- Demand for Jury
- Expungement Information
 - Petition to Expunge
- Garnishment Summons – Non-Wage
- Guardian Ad Litem Appointment Order
- Interrogatories/Answer to Wage Deduction Proceedings
- Job Search Form
- Memorandum of Judgment
- Motion
- New Case Information Sheet
- New Case Probate Information Sheet
- Non-Wage Garnishment Notice
- Non-Withholding Wage Deduction Order
- Notice of Motion
- Notice to Defendant in Forcible Entry and Detainer
- Order – Domestic Violence Act
- Order – Body Writ
- Petition Requesting Refund of Bail to Attorney of Record
- Pro SE Complaint for Administrative Review
- Release and Satisfaction of Judgment
- Rule to Show Cause
- Satisfaction of Judgment
- Small Claims Complaint
- Stipulation and Waiver
- Subpoena for Deposition
- Subpoena/Subpoena Duces Tecum

- [Summons](#)
- [Summons for Appointment of Guardian for Alleged Disabled Person](#)
- [Summons in Administrative Review](#)
- [Wage Deduction Notice](#)
- [Wage Deduction Order](#)
- [Wage Deduction Summons](#)

Civil – Minor Name Change

- [Minor Name Change – Table](#)
- [Minor Name Change – Petition](#)
- [Minor Name Change – Publication](#)
- [Minor Name Change – Notice of Motion](#)
- [Minor Name Change – Order](#)

Free Adobe Reader is required for some of the attached documents.
It can be downloaded by clicking on the icon below.



Please [email](#) us your comments & suggestions. Your feedback is always appreciated! [County Offices Directory](#)

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TWENTY-THIRD JUDICIAL CIRCUIT NEW CASE INFORMATION SHEET

Case No.: _____

Plaintiff/Petitioner

Defendant/Respondent

File Stamp

All Parties must be listed on new case filing sheet, or on an attached sheet following the same format as below. (PLEASE TYPE OR PRINT).

1. Case Type _____ 2. Sub Case Type _____ 3. Claim Amount _____ 4. Jury _____
(See reverse for codes) (See reverse for codes) (yes/no)

5. Return date/time (where return date summons is used) _____

6. Plaintiff Attorney's Name & ARDC number: _____

7. **First named Plaintiff:** _____

Address: _____

City: _____ State/Zip Code: _____ Phone #: _____

8. Additional Plaintiff/AKA/DBA/FKA/NKA/Other: _____

Address: _____

City: _____ State/Zip Code: _____ Phone #: _____

9. Additional Plaintiff/AKA/DBA/FKA/NKA/Other: _____

Address: _____

City: _____ State/Zip Code: _____ Phone #: _____

10. **First named Defendant:** _____

Address: _____

City: _____ State/Zip Code: _____ Phone #: _____

11. Additional Defendant/AKA/DBA/FKA/NKA/Other: _____

Address: _____

City: _____ State/Zip Code: _____ Phone #: _____

12. Additional Defendant/AKA/DBA/FKA/NKA/Other: _____

Address: _____

City: _____ State/Zip Code: _____ Phone #: _____

Law(L) (\$50,001 & over)

0101 Tort \$ damages-auto-prop
 0102 Tort \$damages-auto-prop & pers inj
 0103 Tort \$ damages-auto-pers inj
 0104 Tort \$damages-auto-pers inj & death
 0105 Tort \$ damages-auto-death
 0106 Tort \$damages-other
 0107 Contract \$ damages
 0108 Confession of Judgment
 0109 Forcible Entry-Detainer posses & \$
 0111 Distress For Rent
 0112 Stat Act Recover Suppt. or contrib.
 0113 Arbitration & Award
 0114 Detinue
 0115 Ejectment
 0116 Replevin
 0117 Trover
 0118 Malpractice-medical
 0119 Malpractice-legal
 0120 Malpractice-other
 0121 Alienation of Affection
 0122 Class Action Suit
 0123 Registration of Foreign Judgment
 0130 Other (specify)

Law Medium (LM) (0 to 15,000)

0208 Confession of Judgment
 0210 Forcible Entry-Detain Poss & \$
 0211 Distress for Rent
 0214 Detinue
 0215 Ejectment
 0216 Replevin
 0217 Trover
 0223 Registration of Foreign Judgment

Law Medium (LM) (10,001 to 50,000)

0201 Tort \$ damages-auto-prop
 0202 Tort \$ damages-auto-prot & pers inj
 0203 Tort \$ damages-auto-pers inj
 0204 Tort \$ damages-auto-pers inj & death
 0205 Tort \$ damages-auto-death
 0206 Tort \$ damages-other
 0207 Contract \$ Damages
 0212 Stat act to recover Suppt/contrib
 0213 Arbitration and Award
 0218 Malpractice-medical
 0219 Malpractice-legal
 0220 Malpractice-other
 0221 Alienation of Affection
 0222 Class Action Suit
 0223 Registration of Foreign Judgment
 0224 Forcible Entry-Detainer poss. Only
 0230 Other (specify)

Small Claims (SC) (up to 10,000)

0301 Contract-money-damages
 0302 Tort-money-damages-auto
 0303 Tort-money-damages-other
 0304 Collection of Taxes
 0305 Registration of Foreign Judgment
 0330 Other (specify)

Tax (TX)

0401 Recover Delin Pers Prop Tax
 0402 Retailers Occupation Tax
 0403 Petition for Tax Refund
 0404 Tax Foreclosure
 0405 Tax Injunction
 0406 Annual Tax Sale

0407 Scavenger Tax Sale
 0408 Tax Objection
 0409 Tax Commission (review of decision)
 0410 Drainage Assessment
 0411 Special Assessment
 0412 Foreclosure Lien Spec Assessment
 0413 Suite Restrain Collect Spec Assessment
 0414 Tax Deed
 0415 Petition for Recovery
 0416 Registration of Foreign Judgment
 0417 Sale in Error
 0430 Other (specify)

Eminent Domain (ED)

0501 Condemnation
 0530 Other (specify)

Miscellaneous Remedies (MR)

0601 Jud Review of Adm Agcy (not tax)
 0602 Jud Review of Workers Comp
 0603 Jud Review of Unemployment
 0604 Declaratory Judgment
 0605 Corporation Dissolution
 0606 Change of Name
 0607 Habeas Corpus
 0608 Mandamus
 0609 Prohibition
 0610 Quo Warrento
 0611 Attachment/Original Action for
 0612 NeExeat/Original Action for
 0613 Escheat
 0614 Lost Goods or Money
 0615 Burnt Records
 0616 Election Contest
 0617 Discovery
 0618 Search Warrant
 0619 Forfeiture/Seized Prop
 0621 Registration of Fictitious Record
 0622 Sex Transmiss Disease Control Act
 0622 Contagious/Infectious Disease
 0624 Registration of Foreign Judgment
 0625 Petn. Issue Foreign Subpoena
 0626 Eavesdropping/Criminal Surveillance
 0627 Demolition
 0628 Extradition
 0629 Rendition
 0630 Other (specify)
 0631 Sexually Violent Person
 0632 Building Code Violation
 0633 Statewide Grand Jury Act

Chancery (CH)

0701 Injunction (except TX or D cases)
 0702 Real Estate Mortgage Foreclosure
 0703 Mechanic Lien Foreclosure
 0704 Foreclose Sec Int Personal Property
 0705 Partnership Dissolution
 0706 Specific Performance
 0707 Partition
 0710 Construction of Inter Vivos Trust
 0711 Construction of Test Trust
 (P-disposed)
 0712 Trust Administration
 0713 Quiet Title
 0714 Complaint in Equity
 0715 Accounting
 0716 Receivership
 0717 Rescission of Contract
 0718 Creditor's Complaint

0719 Uniform gift to Minor Act
 0720 Setting Aside a Deed
 0721 Foreclose on Condo Assessment
 0722 Interpleader
 0723 Registration of Foreign Judgment
 0725 Residential Real Estate Mortg. Foreclosure
 0730 Other (specify)

Adoption (AD)

0801 Adoption
 0817 Adoption-unborn child

Family (F)

0802 Putative Father
 0803 Paternity
 0804 Parent & Child Relationship
 0806 Reciprocal Non-support
 0807 Neglect & Refusal to Support
 0808 Civil Action to Compel Support
 0809 Uresa-Incoming
 0810 Uresa-Outgoing
 0811 Registration of Foreign Judgment
 0818 Confidential Intermediary
 0821 Petition for Visitation
 0830 Other (specify)
 0904 Petition for Custody
 1005 Emancipation of Minor
 1006 Petn. For Marriage License

Order of Protection (OP)

0805 Domestic Violence Act
 0819 Registration of Foreign Judgment

Divorce (D)

0901 Dissolution
 0902 Invalidity
 0903 Legal Separation
 0906 Simplified Dissolution
 0907 Registration of Foreign Judgment
 0930 Other (specify)

Juvenile (J)

1002 Supervision
 1003 Dependency
 1007 Addicted Minor
 1008 Truancy
 1009 Minor Require Authority Intervention
 1010 Temporary Guardian
 1030 Other (specify)

Juvenile Neglect or Abuse (JA)

1004 Neglect or Abuse

Mental Health (MH)

1101 Petition for Hospitalization
 1102 Petition for Discharge
 1103 Petition for Restoration
 1104 Author Emergency Med/Dentl Treatment
 1105 Author Psychotropic Medication
 1106 Administrator to Admin Treatment
 1130 Other (specify)

Municipal Corporation (MC)

1301 Petn to Organize Municipal Corp
 1302 Petn to Dissolve Municipal Corp
 1303 Petn to Creation Drainage Dist
 1304 Petn to Change of Government
 1330 Other (specify)