

Note to Internet User:

If you are acting as your own attorney (that is, if you are "Pro Se"), scroll down to find blank forms you may use.

The following forms are available below:

1. Motion form (and an instruction form).
2. Answer/Entry form
3. Application to Sue or Defend as a Poor Person

About the forms:

A motion may be filed for a variety of reasons, depending on what type of case you are involved in. For example, you may need to ask the court to change a hearing date if you are put in the hospital unexpectedly. In such an instance, you would request through your motion that the case be continued to a later date.

Motions may also ask to vacate a judgment, to modify a child custody arrangement, to dismiss a case, and so on. Some motions have requirements about what they must say. If you are acting as your own attorney, you must follow the law just as an attorney must.

An answer is filed in response to a pleading filed by a petitioner. As respondent, you may complete the "Answer/Entry" form and either admit or deny the allegation.

An affidavit to sue or defend as a poor person may be completed by a party to a case when the party believes he cannot afford to pay court fees. For instance, if you wish to answer an allegation made against you in a case, there is an \$86.00 answer fee. A judge will decide whether to allow you to proceed without paying a fee after you complete the affidavit. You may also be required to provide a tax return, paycheck stub, or other documents or testimony before a judge rules on your request.

**IN THE CIRCUIT COURT FOR THE THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS**

CASE NUMBER _____

Plaintiff(s)
Name _____
Address _____

Phone _____

Defendant(s)
Name _____
Address _____

Phone _____

PRO SE MOTION

Now comes the (Plaintiff/Defendant) _____

Pro Se, and in his/her motion to _____

states as follows:

- 1)

- 2)

- 3)

- (etc.)

Therefore, (Plaintiff/Defendant) requests the Court to grant the motion to _____

Signature

I mailed a copy of this pleading to the other party (or the attorney) on the _____ day of _____, 200__ at the post office at _____ in a postage-paid envelope. (city/state)

**Signed: _____
By person completing this form**

--- EXAMPLE FORM ---

IN THE CIRCUIT COURT FOR THE THIRD JUDICIAL CIRCUIT CLERK
MADISON COUNTY, ILLINOIS

CASE NUMBER (This number is mandatory)

Plaintiff(s)
Name (1st name listed on original case)
Address _____
Phone _____

Defendant(s)
Name (2nd name listed on original case)
Address _____
Phone _____

PRO SE MOTION

Now comes the (Plaintiff/Defendant) (Your name here)

Pro Se, and in his/her motion to (State what you are asking the court to do)

states as follows:

1) *(List the first reason why the court should grant your motion. If there is more than one reason, list the second reason after the number 2 below, the third reason after 3)*

2)

3)

(etc.)

Therefore, (Plaintiff/Defendant) requests the Court to grant the motion to _____
(Restate what you are asking the court to do)

(Your Signature)
Signature

(Note: Once you have mailed a copy as indicated below, return the white copy to the Clerk's office)
I mailed a copy of this pleading to the other party (or the attorney) on the _____ day of _____, 200__ at the post office at _____ in a postage-paid envelope. (city/state)

Signed: (Your Signature)

IN THE CIRCUIT COURT
FOR THE THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

_____,
Petitioner(s)

vs.

Case No. _____
Family Division

_____,
Respondent(s)

ANSWER/ENTRY

I, _____ appears and
(Print your name on above line)

admits / denies the allegations contained in the petition on file herein.
(circle one of above)

Sign Your Full Name on Line Above

Street Address on Line Above

City, State and Zip Code

() _____
Area Code and Phone Number

I mailed a copy of this answer/entry to the other party (or the attorney) on the _____ day of _____, 200__ at the post office at _____ in a postage-paid envelope.

Signed: _____

CIRCUIT COURT FOR THE THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS

vs.

Case No. _____

AFFIDAVIT TO SUE OR DEFEND AS A POOR PERSON

--- Please Print and Complete all Parts---

In support of this Application to Sue or Defend as a Poor Person, I state under oath that:

1. I am employed at _____ and my gross income per pay period is _____ and I am paid each _____ week/two weeks/month.
 I am not employed.
2. I receive benefits from SSI, AABD, TANF, Food Stamps, State Transitional Assistance, State Children and Family Assistance, or General Assistance (**Circle benefit(s) received**).
3. My total household income also includes \$_____ per month including income of all other household members and all child support received. There are _____ persons residing in my household, and I also support the following dependants who do not reside in my household:
_____.
4. My total household income from all sources for the prior calendar year was \$_____.
5. I own the following real estate: None; My residence with equity of _____
 Other located at _____ with equity of \$_____.
6. The following vehicles are owned by me: _____
with approximate value in excess of any debt of \$_____.
7. All my other personal property is worth approximately \$_____ including money in any bank accounts, certificates of deposit, savings, and investments or any kind.
8. I am unable to pay the costs of this proceeding without hardship to me and/or my family and I have a meritorious claim or defense.

NAME: _____
PRINT NAME HERE

SIGNATURE: _____
SIGN NAME HERE

ADDRESS: _____ PHONE: _____

Sworn under penalty of perjury before me this _____ day of _____,
200_____.

Clerk/Notary Public

Application To be set for hearing by clerk with notice. Granted
 Denied because _____ Payment of costs deferred for ___ days
 Assessment against any party reserved pending outcome.

Judge: _____