



OFFICE OF THE CIRCUIT COURT CLERK

CHRIS KACHIROUBAS, CIRCUIT CLERK

18th JUDICIAL CIRCUIT COURT - DU PAGE COUNTY

SMALL CLAIMS SCHEDULE OF COURTROOMS AND TIME

8:30am for courtroom **2000**
8:30am or courtroom **2006**

Return date on Summons

The plaintiff, and the defendant, if served with summons, must appear. The Court will ask whether the defendant agrees that he/she owes the amount stated in the complaint. If the defendant agrees, a judgment is entered for that amount plus court costs. If the defendant disagrees, a trial date is set approximately six weeks in the future.

9:15am for courtroom **2000**
9:15am for courtroom **2006**

Diligence

If the defendant has not been served with the summons and complaint the Court may give a diligence date to the plaintiff to allow for time to issue new summons through the clerk's office and obtain service on the defendant. If the defendant has been served with summons, the case may also be continued from the return date at the request of a party and set at this time for status to determine if the case is ready for trial or settlement. If no service has been obtained, the case will be dismissed.

8:30am for courtroom **2000**
8:30am for courtroom **2006**

Status

If the defendant has been served with summons, the case may also be continued from the return date at the request of a party and set at this time for status to determine if the case is ready for trial or settlement.

9:00am for courtroom **2000**
9:00am for courtroom **2006**

Motions

A case maybe heard at this time for both pre and post judgment motions and other proceedings such as: Motions, Citation to Discover Assets, Garnishment, and Motion to Vacate a Dismissal or Judgment Order.

9:30am & 1:30 PM as set by Court

Bench Trial

When the defendant contests the debt, then the case is heard by the judge who decides the dispute based on the evidence that is presented at trial. Both parties have the right to present witnesses, documents, and photographs. The judge has the discretion to relax the rules of evidence to allow all relevant evidence to be presented.

9:30am as set by Court

Jury Trial

The plaintiff may file a jury demand when the complaint is filed. The defendant may file a jury demand on or before the return date on the summons. When a party files a jury demand, the matter is decided by the jury after all evidence has been presented to it, and the jury has been instructed on the law by the judge. The party requesting the jury shall have the responsibility of preparing the jury instructions (an original and 3 copies) based on Illinois Pattern Jury Instructions approval by the Illinois Supreme Court. This is a formal hearing and the rules of evidence control what evidence will be presented to the jury.