

Law Office of Jonathan D. Petersen

Filing the Eviction in Cook County, Illinois

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Licensed in Indiana, Illinois,
and Florida

My office provides eviction services in Chicagoland for landlords. The following is a brief description of what you will need for us to help you:

- 1) Procedure: Normally, you will need to serve a notice on the tenant(s) before filing the eviction. For the non-payment of rent, typically a Five (5) Day Notice is required. My office can prepare a Five (5) Day Notice for you at a nominal cost.

After you have served your notice on the tenant(s), we will need an original copy of the notice and other information. Please mail or drop-off the following documents to the Law Office:

- a. The original Notice that you served on the tenant(s) including the notarized signature of the person serving the Notice on the tenant(s);
 - b. A copy of the Driver's License or ID card of the person serving the Notice;
 - c. Visa/MasterCard payment coupon;
 - d. Client Authorization for Legal Services;
 - e. copy of Lease;
 - f. (for new clients) a copy of your driver's license; and,
 - g. Other relevant information and documents including rental payment ledgers and amounts past due.
- 2) Cost Breakdown: An eviction in Illinois is known as a "Forcible Entry and Detainer Action." The cost for an eviction typically starts at \$755.00 and can increase depending on the complexity of the eviction. The following is an example of initial fees and costs when evicting a single tenant (and all unknown occupants) in Cook County*:

- | | | |
|------|---|----------|
| i) | Filing Fee with Clerk of the Court:..... | \$237.00 |
| ii) | Sheriff's service fee (for one tenant): | \$120.00 |
| iii) | Law Office document filing | \$398.00 |
| | and initial hearing attendance fee | |

*Your actual costs may vary depending on the specific facts of your case. Additional costs include, but are not limited to increases in the Clerk's or Sheriff's fees, each tenant after the first, legal fees for additional hearings, a private process server, a posting, jury trial, use and occupancy motion/hearing, etc. **A specific estimate of fees is available without obligation.**

- 3) Call the Law Office to confirm receipt of all documents at 312-698-8950.

Effective Date: 11/5/2011

FOR USE IN COOK COUNTY, ILLINOIS ONLY

Commonly Asked Questions

How do I serve the Five (5) Day Notice?

The Five (5) Day Notice should be personally served on the tenant(s). You should complete the notice and indicate when, where and how you served the tenant. Next, the server should sign the acknowledgement of service in the presence of a notary public and have his/her signature notarized. Please call the Law Office at (312) 698-8950 if you have difficulties finding a notary public.

What happens if the Sheriff is unable to serve the eviction paperwork on the tenant(s)?

It's my experience that the Sheriff occasionally has difficulty obtaining service upon the tenant(s). In those cases, we will move the Court for permission to hire a private process server or to post the eviction. I have observed that private process servers can be more flexible in the times they will attempt service and will work with you or your property manager to do so. Postings have the advantage of being definite in terms of service, but will require that you forego any claim for money damages (until such time that personal service is accomplished). There are additional costs associate with either method.

How long does an eviction take?

An eviction can be a lengthy process. The first step in the process is acquiring the Order of Possession. Depending on a number of factors including, but not limited to, whether the tenant(s) appear and contest the eviction, the Order of Possession can be granted at the first hearing. On the other hand, a number of hearings may be necessary delaying entry of the Order of Possession. After the date of enforcement passes, the Order of Possession is then filed with the Sheriff's office for enforcement. Only the Sheriff may enforce the Order of Possession so you must wait until the Sheriff schedules the actual eviction. The lead time for the Sheriff can range from a few weeks to months (with longer lead times typically during winter months). You will need to be ready with a work crew on the day scheduled by the Sheriff for the eviction to remove the personal property of the tenant(s). You may also be required to store this property for a limited period of time. Call the Law Office at (312) 698-8950 for more information.

Credit Card Payment Coupon & General Contact Information for Law Office

We accept Visa, Mastercard & Discover. (At this time, we do not accept American Express.) Please complete the information below and return:

Name of Cardholder		
Card Number		
Expiration Date		
Security Code (last 3 numbers found above signature)		
Billing Address for Credit Card		
GENERAL CONTACT INFORMATION FOR LAW OFFICE		
Mailing Address (if different from Billing Address)		
Telephone Number		
Cellular Number		
FAX Number		
e-mail address		

Client Authorization for Legal Services

The undersigned (“Client”) does hereby agree to employ the Law Office of Jonathan Petersen, Attorney at Law, 608 165th Street, Suite 201, Hammond, IN 46324, 312-698-8950 (“Attorney Petersen”) to provide legal services upon the terms and conditions stated below for the following: **EVICTION LITIGATION IN COOK COUNTY, ILLINOIS.**

1. **SUBJECT MATTER:** The property and defendant(s) are described in the notice served upon the tenant(s) and attached to this authorization.
2. **SCOPE OF SERVICES:** The services provided by Attorney Petersen to Client shall include the following:
 - a. Filing of an eviction for non-payment of rent in a court of competent jurisdiction.
 - b. Appearing on behalf of Client for one (1) hearing for possession.
3. **FEE & PAYMENT:** The Client shall pay to the Law Office of Jonathan Petersen the sum of \$395.00 plus filing fees and sheriff service fees in advance. Additional fees will be incurred for services beyond those indicated above and a specific estimate of such costs is available without obligation. Client authorizes Attorney Petersen to charge the credit card on file for all services rendered.
4. **CLIENT ACKNOWLEDGEMENT:**
 - a. The Client agrees to promptly provide to Attorney Petersen all documents necessary for the representation including and not limited to the following:
 - i. All notice(s) served upon tenant(s);
 - ii. Lease agreements;
 - iii. Evidence of unpaid amounts including landlord’s rental ledger, *etc.*
 - b. The Client acknowledges and understands that the failure to provide the above documents or other necessary documents in a timely manner may adversely affect any outcome.
5. **USE OF OTHER ATTORNEYS:** Attorney Petersen may from time to time use and employ other attorneys (“Other Attorneys”) to assist in the representation. Attorney Petersen shall pay the Other Attorneys from the amounts paid by Client and the Client shall incur no additional fees or charges. The amount Attorney Petersen pays to Other Attorneys shall be in proportion to the services performed by each lawyer. By signing below, Client agrees and assents to this arrangement.
6. **ESTABLISHMENT OF ATTORNEY-CLIENT RELATIONSHIP:** No attorney-client relationship is established until such time that this Client Authorization for Legal Services is fully executed by both the undersigned Client and Attorney Petersen.

Signature of Client

Date

Printed Name of Client

Jonathan Petersen