IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION

[FIRST NAME, LAST NAME], )

 )

 Petitioner, ) Case No.: [NUMBER]

)

[FIRST NAME, LAST NAME], )

 )

 Respondent. )

# ILLINOIS SUPREME COURT RULE 214

# NOTICE TO PRODUCE

TO: [FIRST NAME, LAST NAME]

 [ADDRESS]

 [ADDRESS]

 [EMAIL]

PLEASE TAKE NOTICE that on or about the [DATE], Petitioner/Respondent, [FIRST NAME, LAST NAME], represented by and through himself/herself as a self-represented litigant, will file in the office of the Clerk of the Circuit Court of Cook County, Illinois, a Certificate of Service on this Notice to Produce as provided by the Rules of the Supreme Court of Illinois, in such case made and provided, and demand is hereby made upon you, in accord with Illinois Supreme Court Rules 20l(b)(l) and 214, that Respondent, [FIRST NAME, LAST NAME], comply with this production demand within TWENTY-EIGHT (28) days after service hereof at [ADDRESS] to produce the following documents, items, and tangible things:

# DEFINITIONS AND INSTRUCTIONS

1. The term "document" is to be used in its broadest sense and includes, but is not limited to, all written, typed, printed, transcribed, filed or graphic matter of every kind and description, including originals, copies of originals, copies of copies, drafts, carbon copies, charts, letters, all electronically stored compilations of information of any kind which may be retrievable, and all copies of documents which are not in every way identical duplicates of originals (i.e. because handwritten or "blind" notes appear thereon or are attached thereto), whether or not the originals are in your possession, custody, or control.
2. Documents in your "possession or control" include those documents which are in the possession of third parties. *Franzen v. Dunbar Builders Corp.,* 270 N.E.2d 118, 124 (Ill.App. 1st Dist. 1971); *see also Central Nat. Bank in Chicago v. Baime,* 445 N.E.2d 1179, 1183 (Ill.App. 1st Dist. 1982).
3. In accordance with Illinois Supreme Court Rule 214(d), you have a duty to seasonably supplement any response hereto to the extent of any and all documents, objects, or tangible things which subsequently come into your possession or control or become known to you.
4. Unless otherwise stated, the time-period of and for these requests is [DATE] to the present.

**DOCUMENTS REQUESTED**

1. True and correct copies of any and all Federal and State Income Tax Returns filed by Petitioner/Respondent, whether filed individually or jointly with another person. True and correct copies of all accompanying worksheets, schedules, and attachments, including, but not limited to, any and all W-2s, 1099s, K-ls, and the like, for all Federal and State Income Tax Returns filed by Respondent.

2. Any and all records indicating all other income received by you from any and all sources, including, but not limited to, any and all unemployment and SSDI income.

3. Any and all checking accounts (whether held at a bank, credit union, or other financial institution) in your name individually, with another, as trustee or guardian, or in which you may have an interest, including any and all checkbooks or check registers, deposit slips (front and back), monthly or other periodic statements, and/or cancelled checks (front and back), regardless of whether or not the account or accounts have been closed.

4. Any and all monthly statements, receipts and records of all debit card, credit card and/or charge account held, used or maintained by you individually and/or jointly with any other or others, or any other accounts you were or are authorized to charge purchases to the accounts of another person or entity (regardless of whether or not the account or accounts have been closed).

5. Any and all records of any and all other bank or other deposit accounts upon which you are or were authorized to draw funds, including, but not limited to, any and all business and estate bank accounts. Include in your response, but not by way of limitation, any and all monthly or other periodic statements.

6. Please provide your financial affidavit with the production of all documents required by the Financial Affidavit which have not been previously produced.

7. An affidavit under oath that this production request is complete.

Respectfully Submitted,

/s/ [FIRST NAME, LAST NAME]

 Petitioner/Respondent

[First name, Last name]

[Address]

[Address]

[Email Address]

[Phone number]