

SUMMONS SERVICE EXECUTED

This process shows the steps and screens required for an attorney to electronically file the summons evidencing service upon the defendant(s) in an adversary proceeding. Said summons was previously issued by the Bankruptcy Court and returned to you as counsel for the plaintiff(s) for service upon the defendant(s) along with the complaint.

STEP 1 Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

STEP 2 The **ADVERSARY EVENTS** screen displays. (See Figure 2.)

- ◆ Click the Complaint & Summons hyperlink.

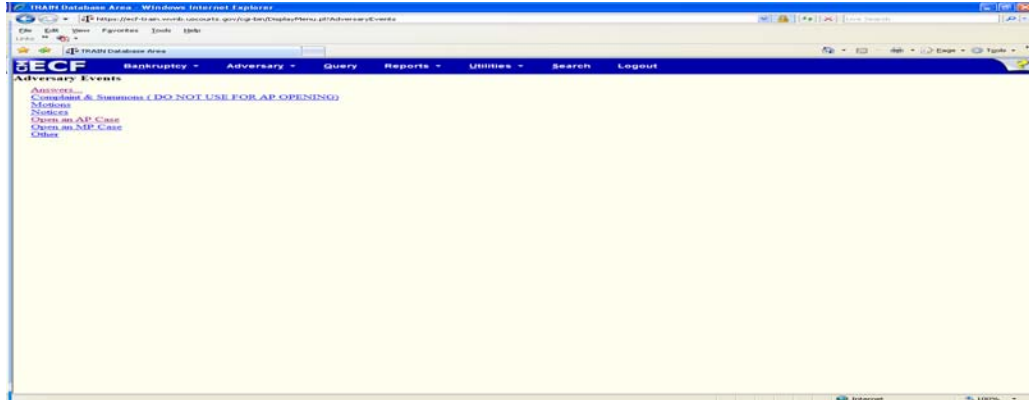


Figure 2

STEP 3 The **CASE NUMBER** screen displays. (See Figure 3a.)

- ◆ Enter the case number.
- ◆ Click **[Next]** to continue.

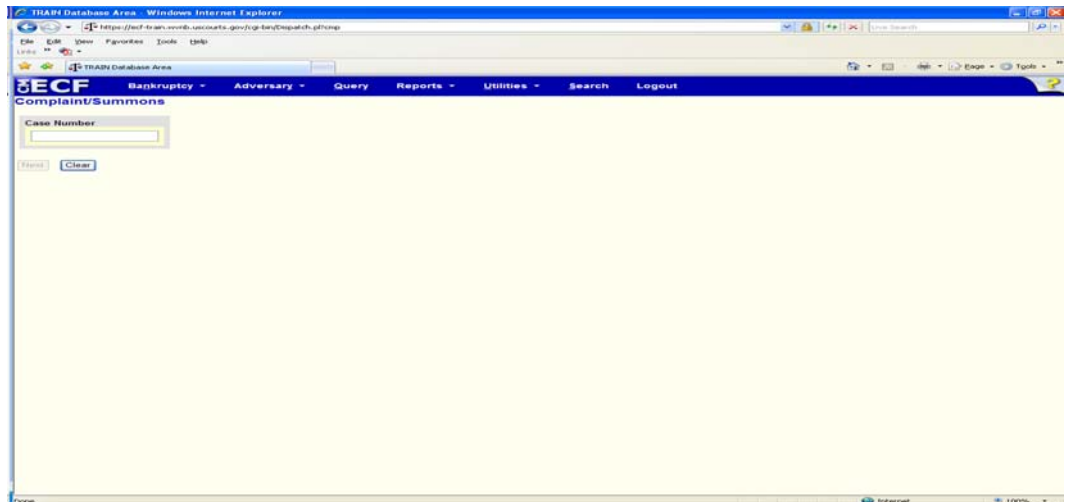


Figure 3

STEP 4 This screen may appear if there is more than one case that matches the number entered. (See Figure 4.)

- ◆ Select the appropriate case.
- ◆ Click **[Next]** to continue.

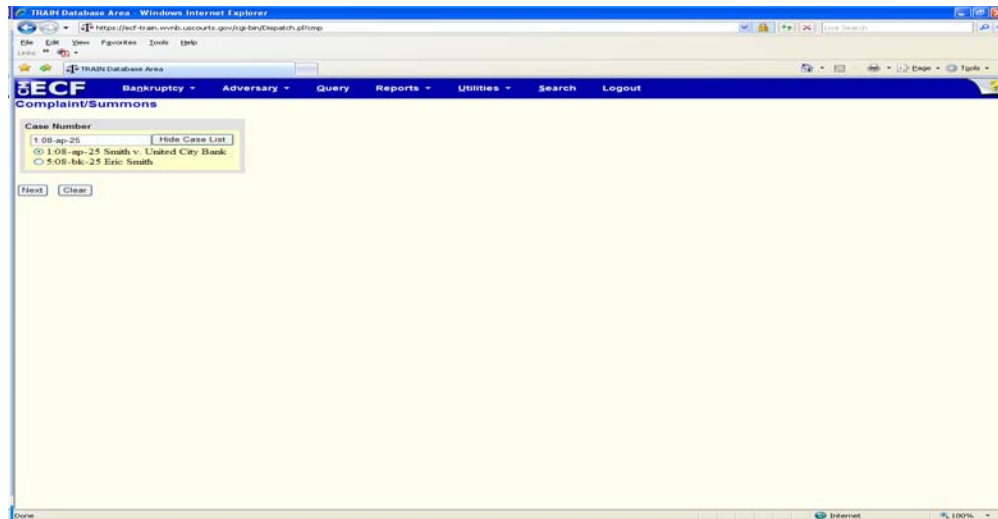


Figure 4

STEP 5 The **DOCUMENT TYPE SELECTION** screen displays. (See Figure 5.)

- ◆ Verify case number and case name.
- ◆ Select Summons Service Executed.
- ◆ Click **[Next]** to continue.

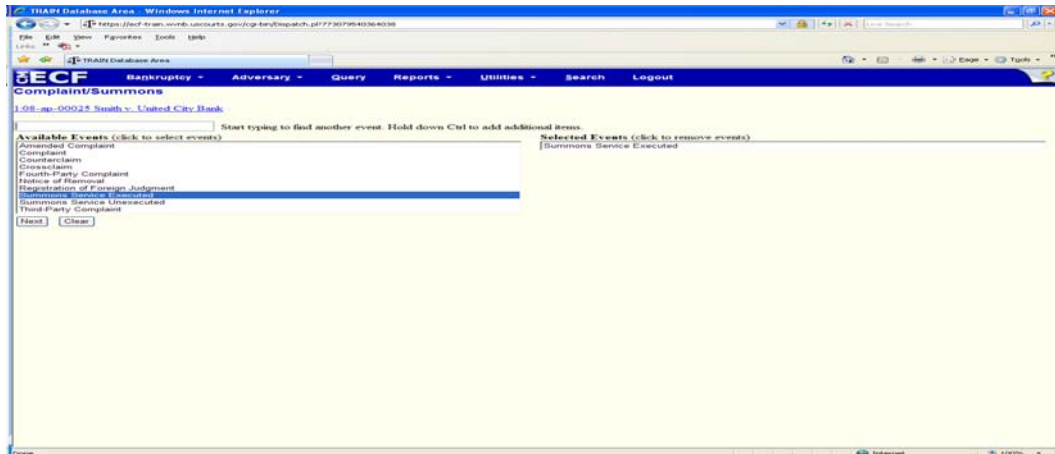


Figure 5

STEP 6 The pdf **SELECTION** screen displays. (See Figure 6.)

- ◆ Click [**Browse**], then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it.
- ◆ In the **File Upload** screen, change **Files of type:** to **All Files(*.*)**.

NOTE: If you wish to view the image before selecting to be sure you have chosen the correct file, before double-clicking, first right click on the highlighted filename and click on **open**. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.

- ◆ The **Attachments to Document** option defaults to **No**. If you have attachments to this document, click the **Yes** radio button to indicate there are attachments. (Refer to module: *Attachments to Documents* for more information.)
- ◆ Click [**Next**] to continue.

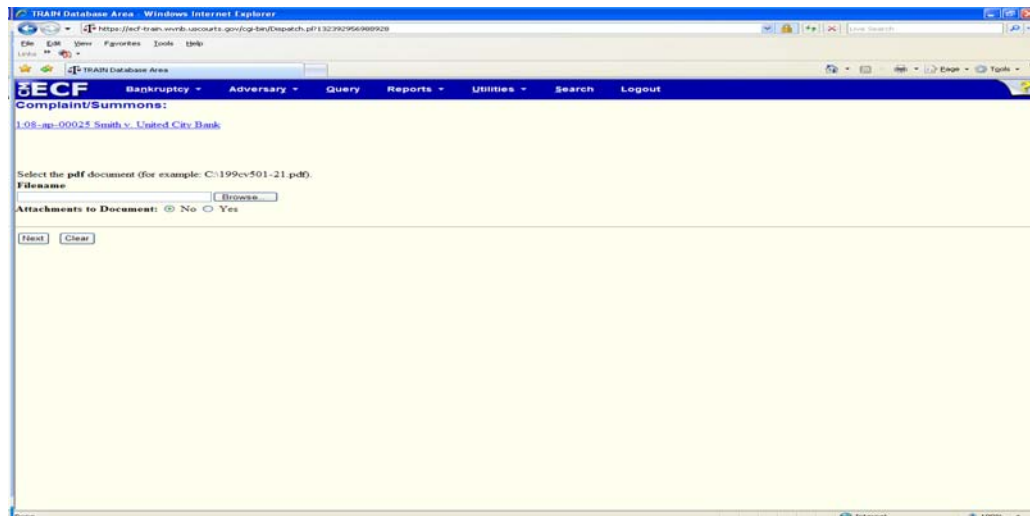


Figure 6

- STEP 7** The **SELECT THE PARTY SERVED** screen appears. (See **Figure 7.**)
- ◆ Select the defendant(s) who were served with the summons and complaint.
 - ◆ Click **[Next]** to continue.

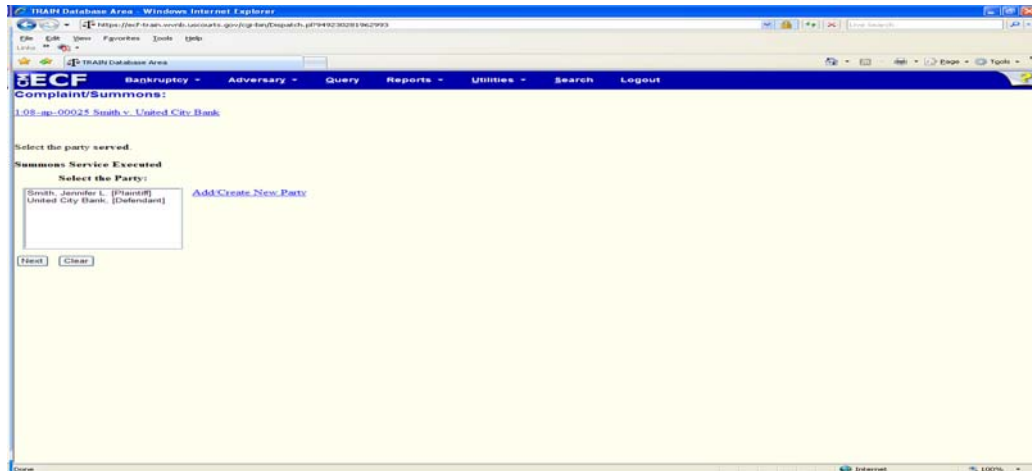


Figure 7

- STEP 8** The **Enter Date Served** screen appears. (See **Figure 8.**)
- ◆ Enter the date the defendant(s) were served with the summons and complaint.
- NOTE:** Please note that the date defaults to the present date.
- ◆ Click **[Next]** to continue.

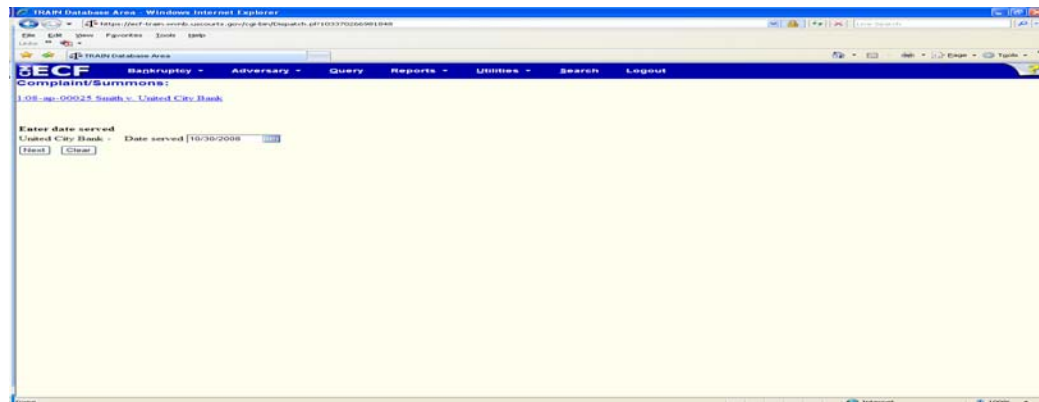


Figure 8

STEP 9 The **Docket Text: Modify as Appropriate** screen displays. (See Figure 9.)

- ◆ Verify the accuracy of the Docket Text.
- ◆ You may enter additional text in the white box if necessary and/or select appropriate text from the blue drop-down menu. It should not be necessary to expand on this docket entry though.
- ◆ Click **[Next]** to continue.

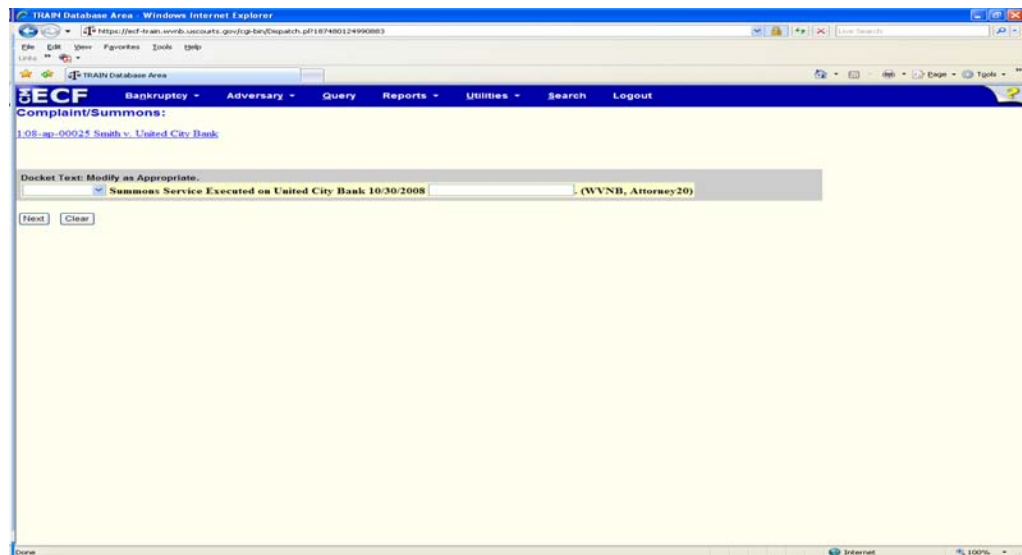


Figure 9

- STEP 10** The **Final Approval** screen displays. **(See Figure 10.)**
- ◆ Verify the Final Docket Text. Read the warning message.
 - ◆ If the Final Docket Text is **correct**:
 - ◆ Click **[Next]** to continue and officially submit the document.
 - ◆ If the Final Docket Text is **incorrect**:
 - ◆ Click the browser **[Back]** button to find the error(s) and then proceed with the event.
 - ◆ To abort or restart the transaction, return to **Step 1** and begin again.

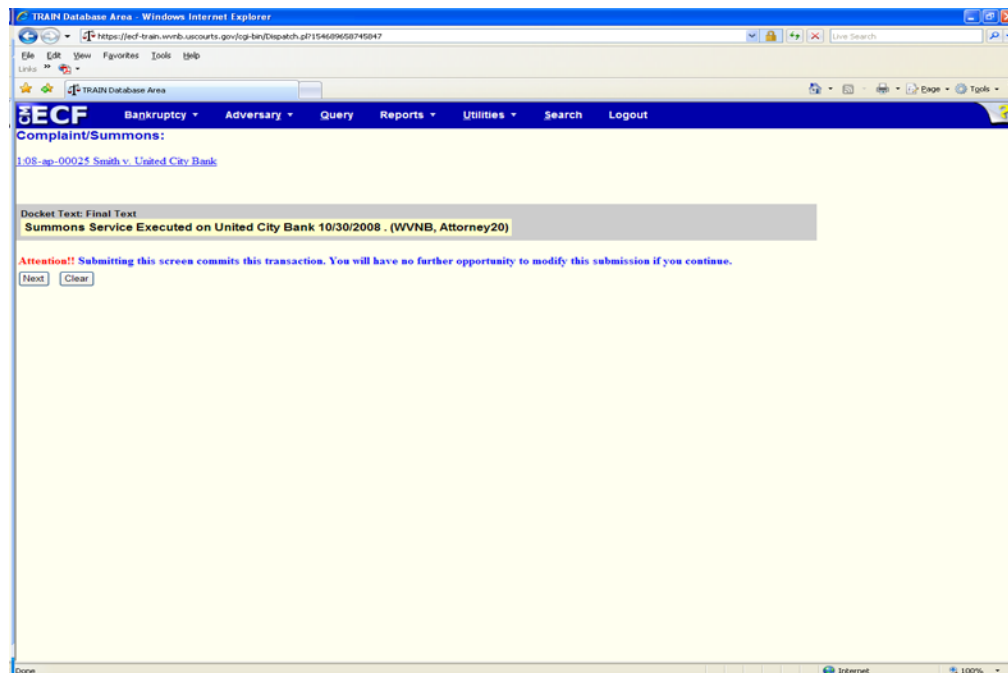


Figure 10

- STEP 11** The **NOTICE OF ELECTRONIC FILING** screen appears. (See **Figure 11.**)
- ◆ The Notice of Electronic Filing is the verification that the filing has been filed electronically in the court's database. It certifies that the document is now an official court document.
 - ◆ Clicking on the case number hypertext link on the **Notice of Electronic Filing** will present the *Docket Report* for this case.
 - ◆ Clicking on the document number hypertext link will present the *PDF Image* of the document just filed.
 - ◆ To print a copy of this notice click the browser **[Print]** icon.
 - ◆ To save a copy of this notice, click **[File]** on the browser menu bar and select **Save Frame As**.
 - ◆ You may also save the notice through the browser **File/Save** option.

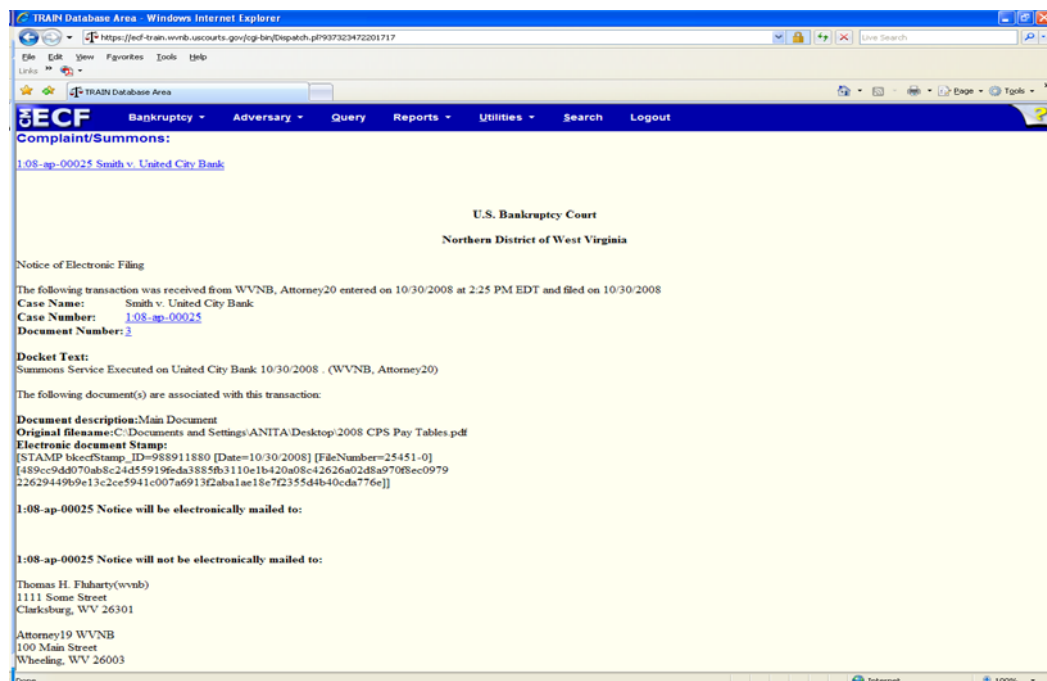


Figure 11