

Adversary Summons Issuance and Certification of Service

After the adversary complaint has been opened in CM/ECF, a summons must be prepared and filed with the court. After accessing CM/ECF, the following steps will be performed:

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



Figure 1

2. The Adversary Events screen will display.
3. From the Adversary Events screen, click on the Adversary Summons hyperlink located under the **Fillable Forms** heading. (See figure 2)



Figure 2

4. The PDF fillable summons form will open in Adobe Acrobat. Fill in the required fields of the summons. Your PDF document may display with the option to highlight fields (see figure 3); if so, this can aid in your navigation through the document by highlighting the form fields. You may also use the [Tab] button to move through the various fields.

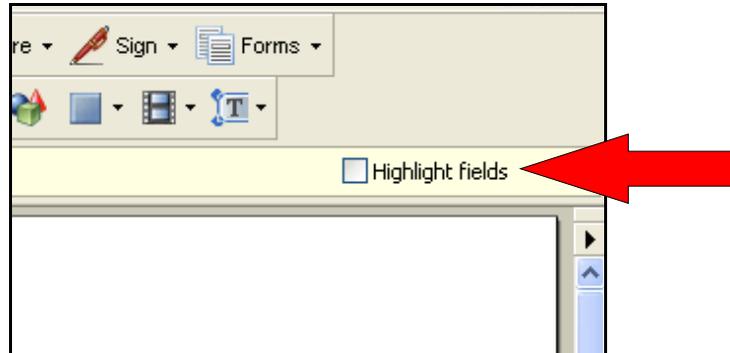


Figure 3

Once you have completed entering the required information, click the File option and select the “Save As . . .” command. A “Save As” dialog box will display. At the “Save in:” field, enter the name of the directory you wish save the file in. Enter a desired name for the file in the “File name:” field. The “Save as type:” field should automatically populate with “Adobe PDF Files (*.pdf)”; if not, select it as the file type. Click [Save]. (See figure 4)

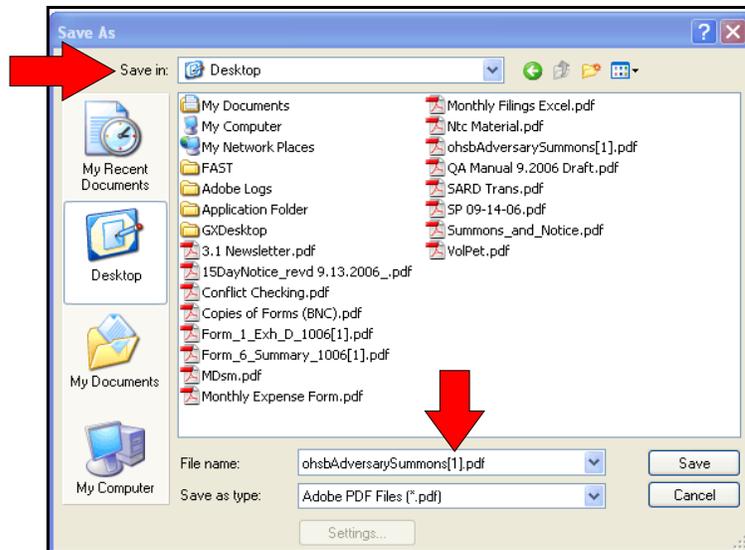
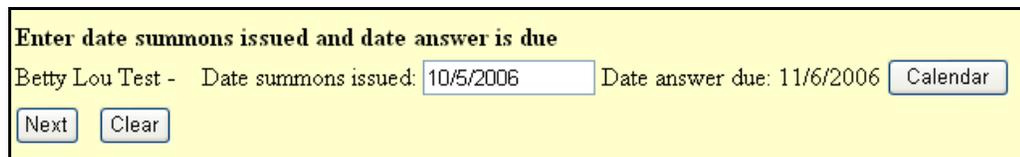


Figure 4

5. Once you have saved an electronic copy of your summons, print enough copies to complete service on the required parties. This may be done by using either the printer icon or selecting, File, Print option.
6. Close the PDF summons and click the Complaint & Summons menu hyperlink.
7. Enter the appropriate case number and click [Next].
8. Select the “Summons Issued” filing event. Click [Next].
9. Attach the PDF copy of the summons that was previously created. Click [Next].
10. Select the defendant that the summons is being issued on. Click [Next].
11. CM/ECF will display today’s date as the date that the summons is being issued. (See figure 5) It will also calculate the correct answer due date based on today’s date. Do not change the date contained in the “Date summons issued: “ box. Click [Next] to continue.



Enter date summons issued and date answer is due

Betty Lou Test - Date summons issued: Date answer due: 11/6/2006

Figure 5

12. Click [Next] again to continue.
13. CM/ECF will display the docket text for this filing. Review the docket text and, if correct, click [Next].
14. CM/ECF will now display a Notice of Electronic Filing for the summons.

Certificate of Service - Summons

Once service of the summons has been made, a certification of service will need to be filed.¹ A PDF fillable “Summons Certificate of Service” is available under the **Fillable Forms** section of the Adversary menu. The certificate of service may be obtained, and saved, using the same steps (steps 1-4) outlined on page one and two of this section of the manual. Once the certificate of service has been prepared and saved in PDF format it should be filed as follows:

1. Click the Complaint & Summons menu hyperlink.
2. Enter the appropriate case number and click [Next].
3. Select the “Summons Service Executed” filing event. Click [Next].
4. Attach the PDF copy of the certificate of service that was previously created. Click [Next].
5. Select the defendant that the summons was served on. Click [Next].
6. Enter the date that the summons was served. Click [Next].
7. Click [Next] again to continue.
8. CM/ECF will display the docket text for this filing. Review the docket text and, if correct, click [Next].
9. CM/ECF will now display a Notice of Electronic Filing for the certificate of service.

¹ The Issuance of the Summons and the Certification of Service can be combined in one filing using the “Summons Issued and Served” filing event. Using this process will require the filer to combine both documents (Summons and Certificate of Service) into one PDF for filing.