

# Summons Service Executed

**Step 1** Click the **Adversary** link on the CM/ECF Main Menu. (See Figure 1)



**Figure 1**

**Step 2** The **Adversary Events** screen displays. (See Figure 2)



**Figure 2**

- ◆ Click **Miscellaneous**.

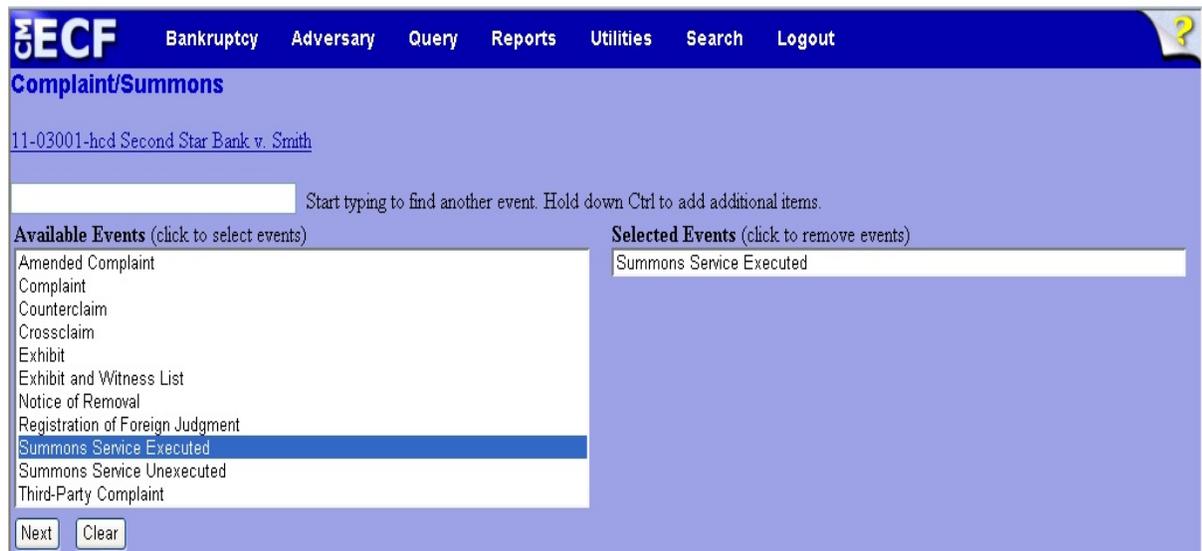
**Step 3** The **Case Number** screen displays. (See Figure 3)



**Figure 3**

- ◆ Enter the case number in yy-nnnn format and click **Next** to continue.

**Step 4** The **Available Events** screen is displayed. (See figure 4)

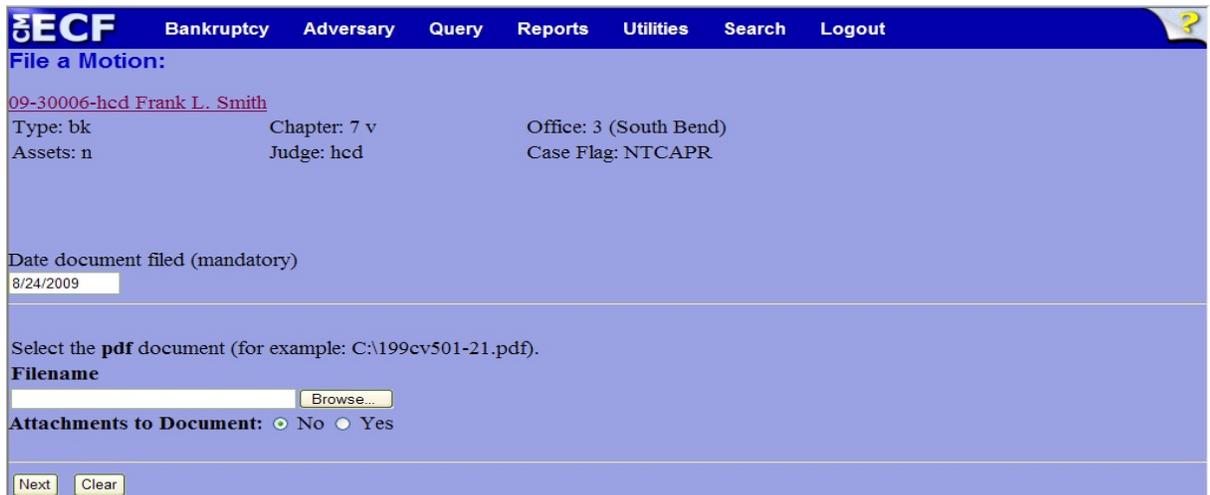


The screenshot shows the ECF Complaint/Summons interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below this, the page title is "Complaint/Summons" and the case name is "11-03001-hcd Second Star Bank v. Smith". A search box contains the text "Start typing to find another event. Hold down Ctrl to add additional items." Below the search box, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Amended Complaint, Complaint, Counterclaim, Crossclaim, Exhibit, Exhibit and Witness List, Notice of Removal, Registration of Foreign Judgment, Summons Service Executed (highlighted), Summons Service Unexecuted, and Third-Party Complaint. The "Selected Events" list contains "Summons Service Executed". At the bottom of the "Available Events" list, there are "Next" and "Clear" buttons.

**Figure 4**

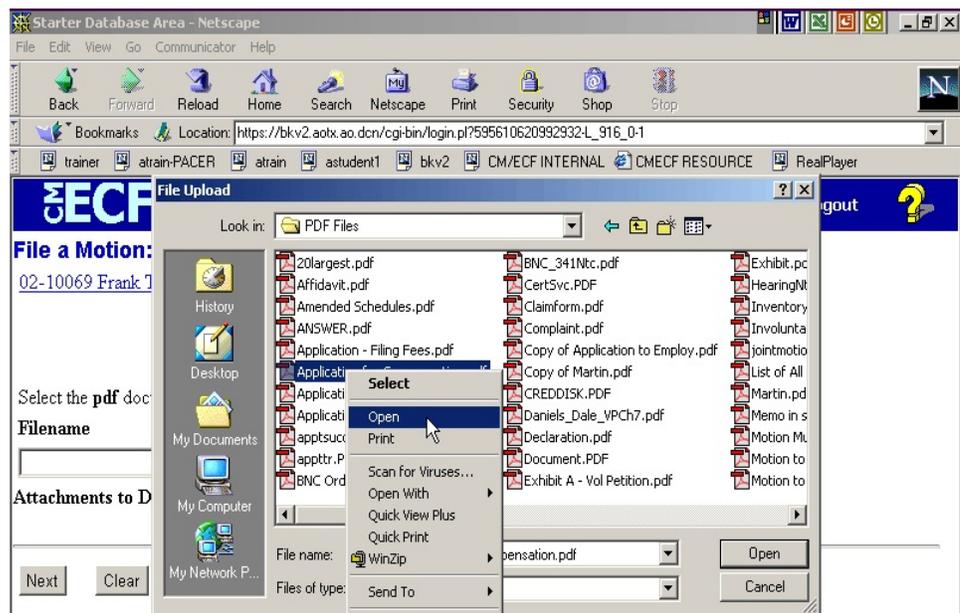
- ◆ To locate the event, either scroll down the selection box or start typing the event in the box above **Available Events**. In this example, start typing "summons" until "Summons Service Executed" is displayed in the **Available Events** list.
- ◆ When the event is located, highlight it with your mouse, which will place the event in the **Selected Events** on the right of the screen.
- ◆ When the correct event is chosen and in the **Selected Events** box, click **Next** to continue.

**Step 5** The PDF Document Selection screen will then display. (See Figure 5a)



**Figure 5a**

- ◆ Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 5b)



**Figure 5b**

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application and click **Open** on the file upload dialogue box. (See Figure 5c)

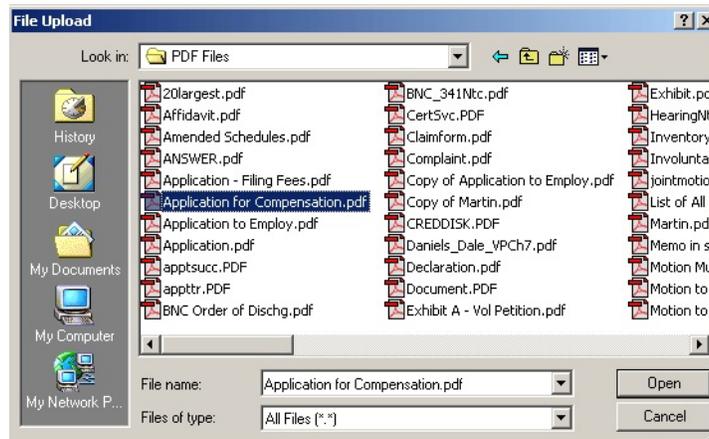


Figure 5c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 5d)

A screenshot of a web-based 'File a Motion' form. The header features the 'ECF' logo and navigation links: 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area includes the title 'File a Motion:', a case number '02-10069 Frank T. Hammock and Carol A. Hammock', and instructions to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. A 'Filename' field contains the path 'C:\Data\From On Lynx\PDF Files\Ap' and a 'Browse...' button. Below this, there are radio buttons for 'Attachments to Document' with 'No' selected. At the bottom, there are 'Next' and 'Clear' buttons.

Figure 5d

- ◆ Click **Next** to continue.

**Step 6** The **Select the party served** screen displays. (See Figure 6)



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case number "11-03001-hcd Second Star Bank v. Smith". The main content area has a light blue background and contains the text "Select the party served." Below this is the heading "Summons Service Executed" and the instruction "Select the Party:". A dropdown menu is open, showing two options: "Second Star Bank, [Plaintiff]" and "Smith, Frank L. [Defendant]". To the right of the dropdown is a link labeled "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 6**

- ◆ Select the defendant(s) being served with the summons and click **Next** to continue.

**Note:** Refrain from clicking the **Add/Create New Party** link to add an attorney as an additional recipient of the summons. See **Step 8** for instruction regarding addition of attorney name as a recipient.

**Step 7** The **Enter date served** screen displays. (See Figure 7)



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case number "11-03001-hcd Second Star Bank v. Smith". The main content area has a light blue background and contains the text "Enter date served". Below this is the text "Frank L. Smith - Date served" followed by a date input field containing "2/11/2011" and a calendar icon. At the bottom of the form are two buttons: "Next" and "Clear".

**Figure 7**

- ◆ Enter the date the summons was served on the defendant and click **Next** to continue.

**Step 8** The **Docket Text: Modify as Appropriate** screen appears. (See Figure 8)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Complaint/Summons:**

[11-03001-hcd Second Star Bank v. Smith](#)

Docket Text: Modify as Appropriate.

Certificate of Service of Summons on Frank L. Smith 2/11/2011

. (Miller, William)

**Figure 8**

- ◆ If appropriate, choose a prefix such as *Final* or *First* from the **Prefix Text** pick list.
- ◆ Additional text is not required to be entered in the text box provided.

**Note:** If you also served an attorney a copy of the summons, consider adding that information in the text box provided.

- ◆ Click **Next** to continue.

**Step 9** The **Docket Text: Final Text** screen displays. (See Figure 9)

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Complaint/Summons:**

[11-03001-hcd Second Star Bank v. Smith](#)

Docket Text: Final Text

Certificate of Service of Summons on Frank L. Smith 2/11/2011 . (Miller, William)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.  
Have you redacted?

**Figure 9**

- ◆ Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.

- ◆ If the final docket text is incorrect:
  - Click the browser **Back** button to find the screen to be modified.
  - To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

**Step 10** The **Notice of Electronic Filing screen** displays.

- ◆ This screen can be either saved or printed.