
Re-Issue Summons

STEP	ACTION
1	Click or Hover on Adversary from the blue menu bar in CM/ECF.
2	Select Reissued Summons from the list of Adversary Events.
3	Type in the Case Number and click [Next].
4	Select the party filing (the plaintiff) from the list and click [Next]. <i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i>
5	Select the party that this filing is against (the defendant) and click [Next]. <i>Note: If there is more than one party being selected, hold the <Ctrl> key down on the keyboard and select each party.</i>
6	Select “Request for Reissued Summons” from the list of available events and click [Next].
7	Verify you are in the correct case and click [Next].
8	Click [Next] on the blank screen.
9	Final text screen displays. Verify text and click [Next]. <i>Note: Before you click [Next], if you notice an error, you will need to either go back to the screen where the information was entered incorrectly or start the docketing process over.</i>

STEP	ACTION
10	<p>Transaction completed. From the NEF screen, scroll down to the second NEF. There are two options to print the reissued summons: click the document number hyperlink, log into PACER and print the reissued summons or when you receive the NEF "Reissued Summons (auto)" click the document hyperlink (one free look) and print summons.</p> <p><i>Note: Refer to the instructions on how to file the summons service executed.</i></p>

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