
Summons Service Executed

STEP	ACTION
1	Click or Hover on Adversary from the blue menu bar in CM/ECF.
2	Select Complaint & Summons from the list of Adversary Events.
3	Type in the Case Number and click [Next].
4	Select “Summons Service Executed” from the list of available events and click [Next].
5	Associate the pdf, add attachments if necessary and click [Next]. See separate instructions for browsing for pdfs and adding attachments.
6	Select the party served. Summons Service Executed on: Select the party from the box 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>
7	Select the date served and click [Next].
8	Verify you are docketing to the correct case and click [Next].
9	Final text screen displays. Verify text and click [Next]. The document is officially filed once you 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>
10	The NEF (Notice of Electronic Filing) displays. Transaction completed.

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