

Summons Service Executed/Unexecuted

This process shows the steps and screens required to docket the execution or unexecution of the service of a summons in an adversary case.

- 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.)

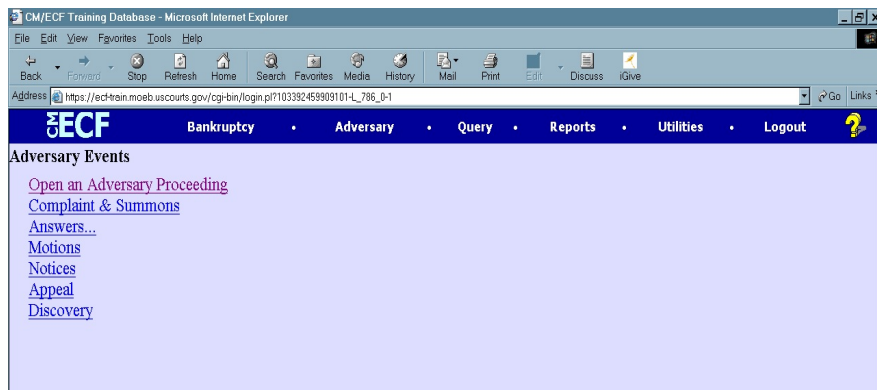


Figure 2

- ◆ Click on the Complaint & Summons hyperlink.

- ◆ **STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.) The system will display the number of the last case you accessed in this session. If this is a different case, make sure you change the case number!



Figure 3

- ◆ Click **[Continue]**.

- ◆ **STEP 4** The **COMPLAINT/SUMMONS** selection screen displays. (See Figure 4.)

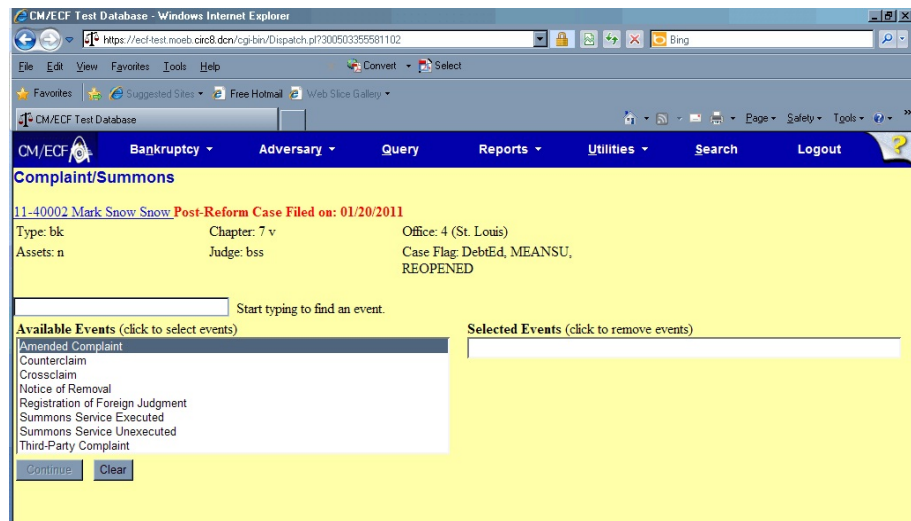


Figure 4

- ◆ Notice that there is an event for the Summons Service Executed and one for Summons Service Unexecuted.
- ◆ If the defendant was successfully served the summons, then the service was accomplished, or executed, so select the Summons Service Executed event. If the defendant could not be found to be served, and the service was **not** accomplished, then you would select the Summons Service Unexecuted event.

- ◆ Click on the appropriate event, then click **[Continue]**.

STEP 5 The **PDF DOCUMENT** screen appears. (See Figure 5.)

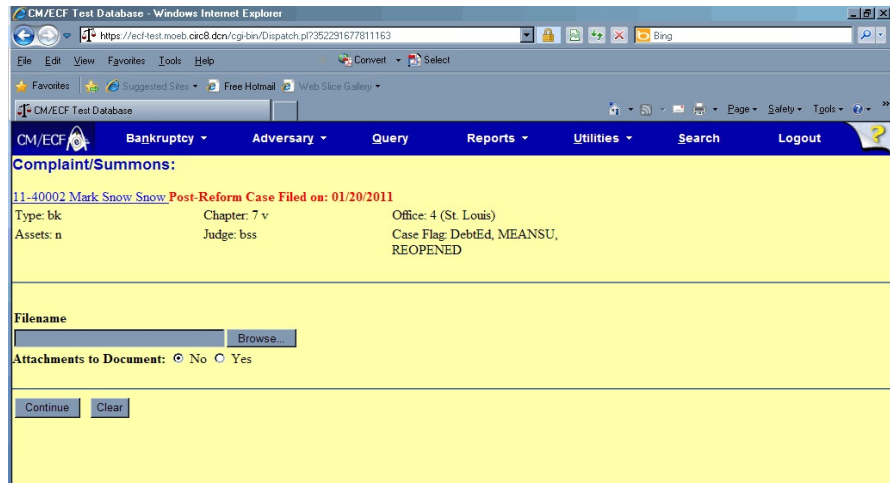


Figure 5

STEP 6

- Click on the **[Browse]** button.
- In the **File Upload** screen, change **Files of type:** to **All Files**.
- Navigate to the directory where the appropriate 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 6a.)

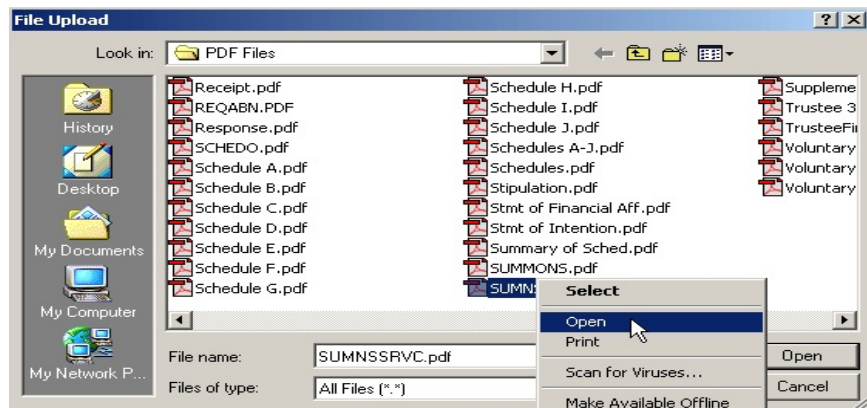


Figure 6a

- This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.
- Close or minimize the Adobe application after verifying the correct file and click **Open** on the File Upload dialogue box. (See Figure 6b.)

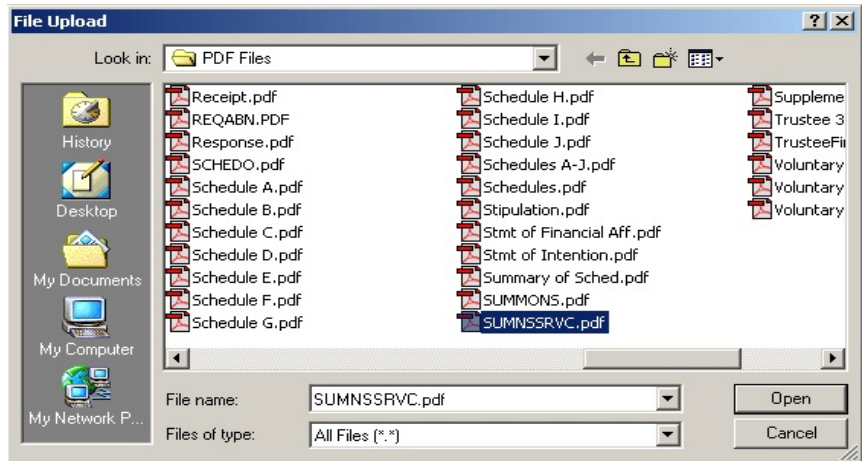


Figure 6b

- Click [**Continue**].

STEP 7 The **PARTY SERVED** screen displays. (See Figure 7.)



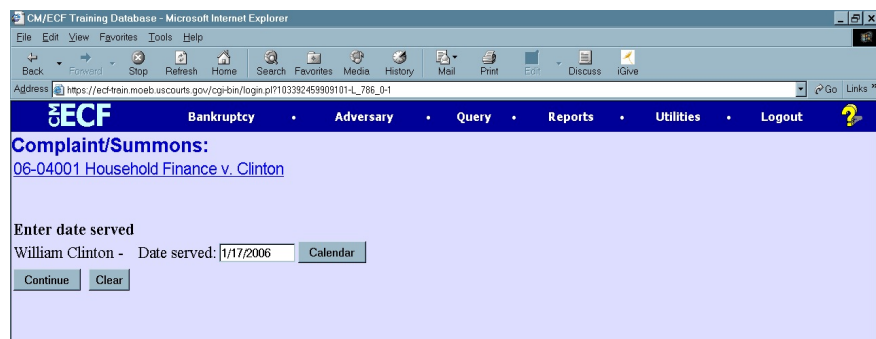
Figure 7

- ◆ Select the party(s) upon whom the summons(es) were served, or attempted to be served. This will normally be the defendant(s), who are identified by [Defendant]. Click on the appropriate party(s).
 - To select multiple parties, hold down the **Ctrl** key and click on any other parties to whom the summons were served or attempted. Scroll down, if necessary, to be able to see and select all of the appropriate parties.

NOTE: Although the screen says to select the party **served**, select the appropriate defendant(s) whether the service of the summons was executed or unexecuted.

- ◆ Click **[Continue]**.

STEP 8 The **SERVICE DATE** screen will then be presented. (See Figure 8.)



The screenshot shows a web browser window titled "CM/ECF Training Database - Microsoft Internet Explorer". The address bar shows the URL: "https://ect-train.mceb.uscourts.gov/cgi-bin/login.pl?103392459909101-L_786_0-1". The page has a blue header with the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the page title is "Complaint/Summons:" followed by the case name "06-04001 Household Finance v. Clinton". The main content area is titled "Enter date served" and contains the text "William Clinton - Date served: 1/17/2006" with a "Calendar" button next to the date field. At the bottom of the form are "Continue" and "Clear" buttons.

Figure 8

- ◆ The date served defaults to the Filed Date. If necessary, enter the actual date the summons was served.
- ◆ Each defendant will have a separate Service Date.
- ◆ When the date served has been entered for each party served, click **[Continue]**.

STEP 9 The **FINAL TEXT EDITING** screen displays. (See Figure 9.)

This is the last opportunity to make any changes to this event.

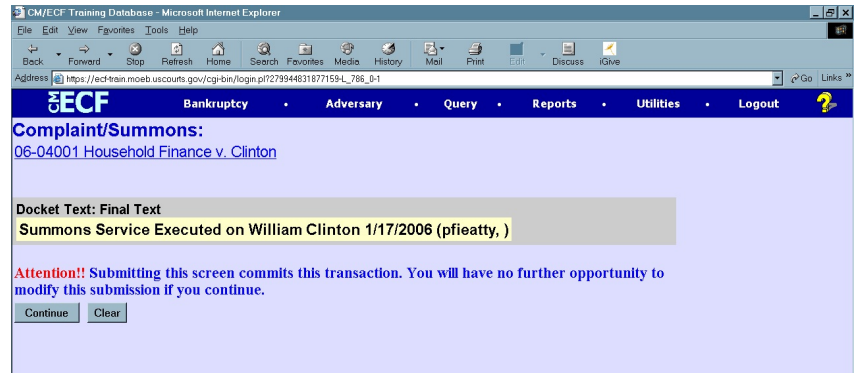


Figure 9

- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet.
- ◆ If the docket text is incorrect, click the browser **[Back]** button at the top of the screen one or more times to find the error.
- ◆ If the docket text is correct, click on **[Continue]**.

STEP 10 The **NOTICE OF ELECTRONIC FILING** screen will then be generated. (See Figure 10.)

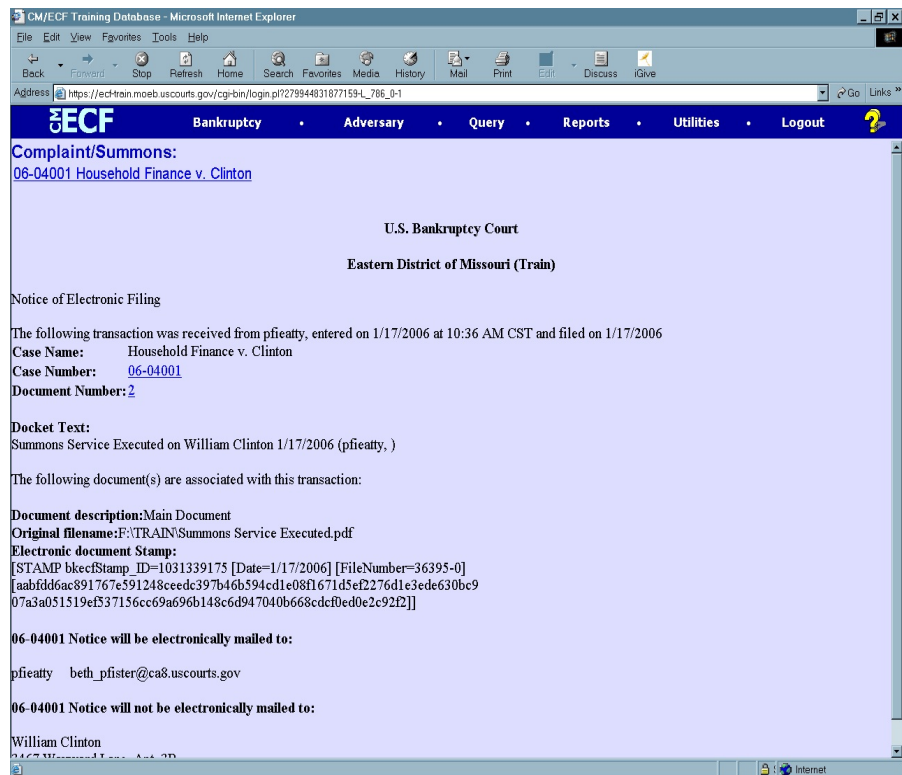


Figure 10

- ◆ Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case. (via PACER)
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed. (via PACER)
- ◆ To print a copy of this electronic receipt click the browser **[Print]** icon.
- ◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.