

Request for Alias Summons

I. Introduction

An Alias Summons will be requested in the event service on any Defendant party is either unsuccessful or made incorrectly. The Court will not issue an Alias Summons on a verbal request. Requests must be made via written Correspondence, e-filed using the following procedures.

II. Procedure

- Step 1. Click on **Adversary** on the ECF Main Menu Bar.
- Step 2. Click on **Notices/Miscellaneous**.
- Step 3. The **Case Number** screen displays.
 - Insert the case number using the YY-NNNN format.
 - Click **Next**.
- Step 4. Confirm the adversary proceeding name and number are correct.
 - Select the event **Correspondence** from the list.
 - Click **Next**.
- Step 5. The **Select the Party** screen displays.
 - Select the Plaintiff party or parties requesting the Alias Summons.
 - Click **Next**.
- Step 6. The following screen displays a free-text field titled **Concerning:**
 - Type in the purpose of your correspondence, e.g. **Request for Alias Summons**.
 - Click the **Browse** button to locate your document in your directory. Right click to review and verify you have the correct document. If you do,
 - Click **Open** to paste the document in the **Filename** field.
 - Click **Next**.

Step 7. The **Docket Text: Modify as Appropriate.** screen displays. If this is the initial request for the Alias Summons, leave the drop-down modifier at the blank option.

Click **Next.**

Step 8. The **Docket Text: Final Text** screen displays. Take a moment to review the text and verify it reads correctly.

Click **Next.**

Step 9. The **Notice of Electronic Filing** displays.

III. Follow-up

The Adversary Proceeding Clerk will issue the Alias Summons and you will receive a Notice of Electronic Filing when that is done. Complete the Certificate of Service (or use the fillable PDF version of LBF #305) and file it with the court using the Procedure for **Summons Service Executed.**