

Summons Service Executed

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Complaint & Summons**.
- STEP 3.** Insert the case number using the YY-NNNN format.
- Click **Next**.
- STEP 4.** Select **Summons Service Executed**.
- Click **Next**.
- STEP 5.** A case verification screen displays.
- Click **Next**.
- STEP 6.** Select the party **served** screen displays.
- Click and highlight the party or parties that were served.
 - If multiple parties to be selected, press and hold the **Ctrl** key while clicking on the appropriate parties.
 - Click **Next**.
- STEP 7.** The **Enter date served** screen displays.
- Enter the date served in the MM/DD/YYYY format.
 - Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.
- STEP 9.** The **Docket Text: Modify as Appropriate** screen displays.
- Use the drop down list to select any extra information that may be required to complete the docket text or leave blank.
 - Click **Next**.
- STEP 10.** The **Docket Text: Final Text** screen displays.
- Click **Next**.
- STEP 11.** The **Notice of Electronic Filing** screen displays.