

# 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 with 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, close Adobe.
  - Click **Open** in the Choose File to Upload dialogue box 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**.