

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 message 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.** Answer the question: **Is this service of an alias summons?**
- Click **Next**.
- STEP 9.** The **Filename** screen displays.
- Click on **Browse...** to locate the PDF document you created. Highlight and right-click to open the document to verify it is the correct one. If the correct document has been selected, close Adobe.
 - Click **Open** in the Choose File to Upload dialogue box to paste the document into the **Filename** field.
 - Click **Next**.
- STEP 10.** 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 11. The **Docket Text: Final Text** screen displays.

- Click **Next**.

STEP 12. The **Notice of Electronic Filing** screen displays.