

# Summons Service Executed–Involuntary Summons

- Step 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- Step 2.** Click on the **Miscellaneous** Category.
- Step 3.** Insert the case number using the YY-NNNNN format.
- Click **Next**.
- Step 4.** Select the Event **Summons Service Executed**.
- Click **Next**.
- Step 5.** The **Select the Party:** screen displays.
- Select the Petitioning Creditor(s) who are filing the **Summons Service Executed**.
  - Click **Next**.

**The document filed will consist of the Certificate of Service of Summons, a copy of the Summons, and the fully completed Memorandum in that order as a single PDF.**

- Step 6.** Click **Browse** to select the appropriate PDF to attach.
- Click **Next**.
- Step 7.** The Select the party **served** screen displays.
- Select the **Debtor** party.
  - Click **Next**.
- Step 8.** **Enter date served and date answer is due** screen displays.
- Enter the date the Summons was served.
  - Click **Next**.

**Step 9.** The **Docket Text: Modify as Appropriate** screen displays.

- Verify the information is correct. If this is the first time this document is being filed, do not use the drop-down qualifier.
- Click **Next**.

**Step 10.** The **Docket Text: Final Text** screen displays.

- Click **Next**.

**Step 11.** The **Notice of Electronic Filing** displays.