

Request for Alias Summons

Introduction

This document provides information and procedures for e-filers regarding the filing of a request for alias summons.

Use of the event

An alias summons should be requested in the event service on any defendant is either unsuccessful or made incorrectly. Requests for alias summons must be made via the procedures below. The court will not issue an alias summons on a verbal request.

Issuance of summons & certificate of service

After the alias summons is requested, a case administrator will issue the alias summons and you will receive a notice of electronic filing (NEF).

Upon receipt of the NEF, complete the certificate of service on the summons or use the fillable PDF version of the certificate of service, [LBF 305](#). Then, file it with the court. See separate [Summons Service Executed](#) procedures for more information.

Filing Procedures

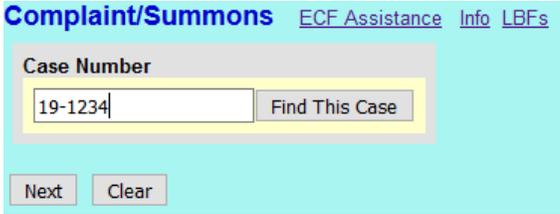
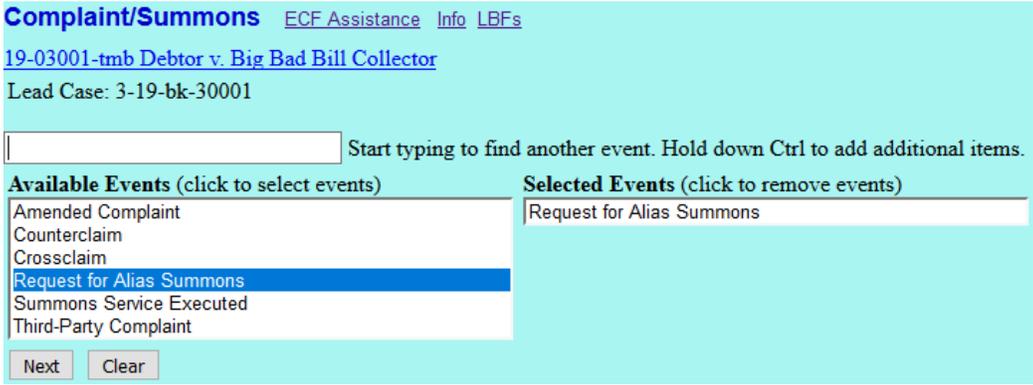
Use the following steps to file a request for alias summons:¹

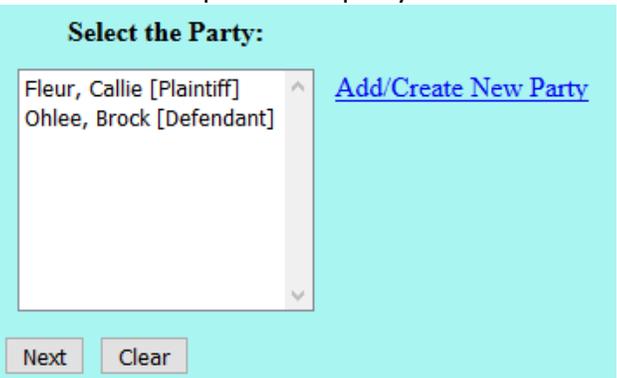
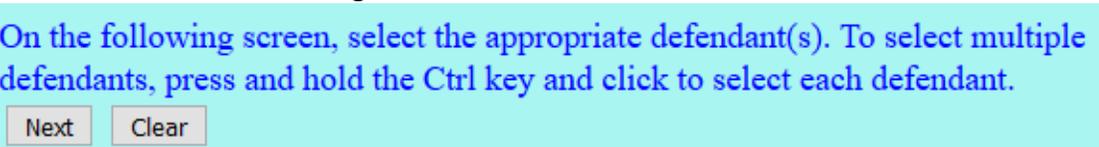
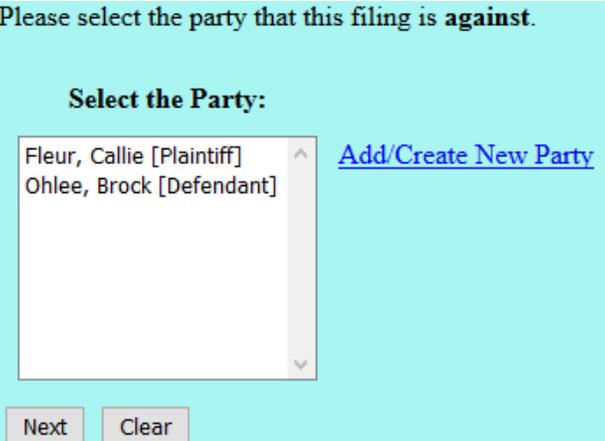
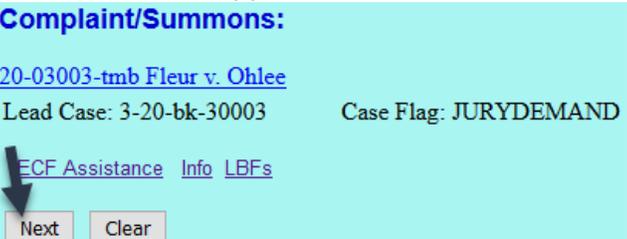
Steps	Action
1	Click on Adversary on the CM/ECF main menu bar
2	Select <u>Complaint & Summons</u>
3	Enter adversary proceeding case number in format yy-nnnn
4	Select Request for Alias Summons
5	Select or add represented party ²
6	Review instructional message and continue
7	Select the party to be summoned
8	If a blank screen appears, click Next
9	Review docket text and submit

¹ See below for filing instructions with screenshots.

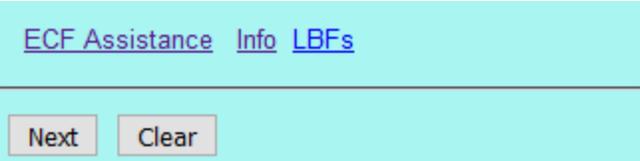
² A blank screen may appear on the next screen after clicking the "Next" button after selecting the party represented. If it does, simply click the "Next" button on the blank screen to proceed.

Filing a Request for Alias Summons - with Screenshots

Steps	Action
1	<p>Click on Adversary on the CM/ECF main menu bar</p>  <p>The screenshot shows the top navigation bar of the CM/ECF system. The 'Adversary' menu item is highlighted with a black arrow. Below the navigation bar is the official seal of the U.S. Bankruptcy Court District of Oregon, featuring an eagle with a shield and the text 'UNITED STATES BANKRUPTCY COURT DISTRICT OF OREGON'. Below the seal, the text reads 'U.S. Bankruptcy Court District of Oregon Official Court Electronic Document Filing System'.</p>
2	<p>Select <u>Complaint & Summons</u></p>  <p>The screenshot shows the 'Adversary Events' menu. The 'Complaint & Summons' option is highlighted with a black arrow. Other menu items include 'Answers...', 'Appeals', 'Motions', 'Notices/Miscellaneous', 'Open an AP Case', and 'Order Upload'. Navigation links for 'ECF Assistance', 'Info', and 'LBFs' are also visible.</p>
3	<p>Enter adversary proceeding case number in format yy-nnnn</p>  <p>The screenshot shows the 'Complaint/Summons' search interface. The 'Case Number' field contains the text '19-1234'. A 'Find This Case' button is located to the right of the input field. Below the search field are 'Next' and 'Clear' buttons.</p>
4	<p>Select Request for Alias Summons</p>  <p>The screenshot shows the event selection interface. The 'Request for Alias Summons' option is highlighted in blue in the 'Available Events' list. The 'Selected Events' list is currently empty. The interface includes a search bar at the top with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the lists are 'Next' and 'Clear' buttons.</p>

5	<p>Select or add represented party³</p> 
6	<p>Review instructional message and continue</p> <p>On the following screen, select the appropriate defendant(s). To select multiple defendants, press and hold the Ctrl key and click to select each defendant.</p> 
7	<p>Select the party to be summoned</p> <p>Please select the party that this filing is against.</p> 
8	<p>If a blank screen appears, click Next</p> <p>Complaint/Summons:</p> <p>20-03003-tmb Fleur v. Ohlee</p> <p>Lead Case: 3-20-bk-30003 Case Flag: JURYDEMAND</p> <p>ECF Assistance Info LBFs</p> 

³ A blank screen may appear on the next screen after clicking the “Next” button after selecting the party represented. If it does, simply click the “Next” button on the blank screen to proceed.



9	<p>Review docket text and submit</p> <div data-bbox="310 233 1325 569" style="border: 1px solid black; padding: 5px;"><p>Docket Text: Final Text</p><p>Request for Alias Summons on Defendant Brock Ohlee. Filed by Jeff Attorney on behalf of Callie Fleur (Attorney, Jeff)</p><p>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</p><p>Have you redacted?</p><p><input type="button" value="Next"/> <input type="button" value="Clear"/></p></div>
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