

ISSUING THE SUMMONS

It is the Plaintiff's responsibility to docket the Summons. A PDF is not required. The Auto Summons program will generate a completed Summons during the docketing process.

Click 'Adversary' on the CM/ECF menu bar.

Click 'Summons.'

Enter Adversary Case Number and click 'Next.'

Click 'Summons Issued (auto)' and click 'Next.'

Select the Defendant(s) the summons will issue on.

Review the docket text at the Docket Text: Modify as Appropriate. If there is a problem, go back and fix, or click 'Adversary' to start over. If there is no problem, click 'Next.'

You have one more opportunity to ensure that everything is correct. Click 'Next' to commit the transaction.

Click the hyperlink 'Summons Issued' to view and print the summons.

If a problem exists, such as the attorney information does not appear on the Summons, contact the CM/ECF Help Desk before serving it. Once resolved, you may redocket the 'Summons Issued (auto)' event.