

# Adversary Summons Service Executed/Unexecuted for ATTORNEYS

This process shows the steps and screens required to docket the execution or unexecution of the service of a summons in an adversary case.

- STEP 1** Click on the [Adversary](#) hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)

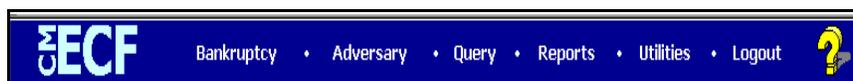


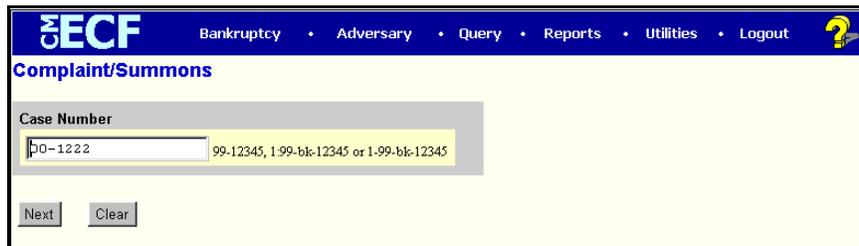
Figure 1

- STEP 2** The **ADVERSARY EVENTS** screen displays. (See Figure 2.)



Figure 2

- ◆ Click on the [Complaint & Summons](#) hyperlink.
- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.) The system will display the number of the last case you accessed in this session. If this is a different case, make sure you change the case number!



The screenshot shows the ECF Complaint/Summons screen. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the title "Complaint/Summons" is displayed. A "Case Number" input field contains "00-1222". To the right of the input field is a dropdown menu with the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field and dropdown menu are "Next" and "Clear" buttons.

Figure 3

- ◆ Click [Next].

**STEP 4** The **DOCUMENT SELECTION** screen displays. (See Figure 4.)

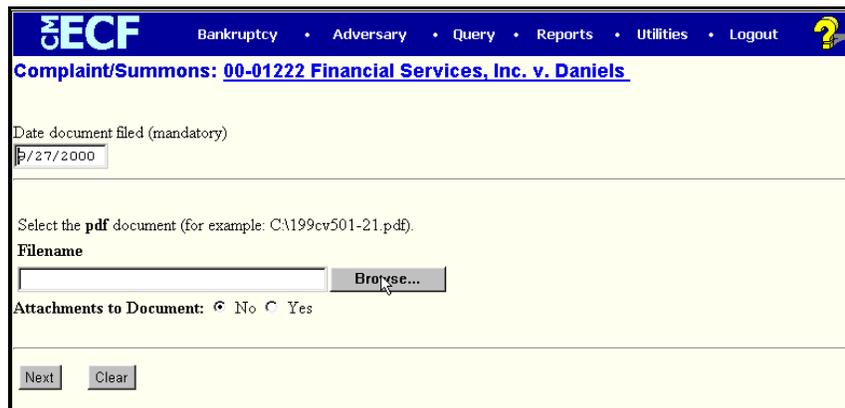


The screenshot shows the ECF Complaint/Summons screen. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below this, the title "Complaint/Summons" is displayed. A link for "00-01222 Financial Services, Inc. v. Daniels" is visible. A dropdown menu is open, showing the following options: Complaint, Complaint, Third-Party, Counterclaim, Crossclaim, Notice of Removal, Registration of Foreign Judgment, Summons Service Executed, and Summons Service Unexecuted. Below the dropdown menu are "Next" and "Clear" buttons.

Figure 4

- ◆ Notice that there is an event for the Summons Service Executed and one for Summons Service Unexecuted.
- ◆ If the defendant was successfully served the summons, then the service was accomplished, or executed, so select the Summons Service Executed event. If the defendant could not be found to be served, and the service was **not** accomplished, then you would select the Summons Service Unexecuted event.
- ◆ Click on the appropriate event, then click [Next].

**STEP 5** The **DATE FILED** and **PDF DOCUMENT** screen displays. (See Figure 5a.)



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Complaint/Summons: 00-01222 Financial Services, Inc. v. Daniels". The main content area is divided into sections. The first section is labeled "Date document filed (mandatory)" and contains a text input field with the date "10/27/2000". The second section is labeled "Select the pdf document (for example: C:\199cv501-21.pdf)". It contains a "Filename" label, a text input field, and a "Browse..." button. Below the filename field, there is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 5a

- ◆ The current date will be displayed in the **Date Filed** box.
- ◆ This screen allows you to enter the path and filename of the associated pdf document.
  - Click the **[Browse]** button, and the **File Upload** window will display.
  - Click the down arrow to the right of the **Files of type:** field, at the bottom of the window, and click on **All Files (\*.\*)**.
  - Click on the down arrow to the right of the **Look in:** field, at the top of the window, and navigate to the directory where the appropriate PDF file is located.
  - Click the PDF file to select it, then click the Open button on the **File Upload** window to put that path and filename in the **Filename** field.
  - Leave the **No** radio button to the right of the **Attachments to Document:** prompt selected. (Attachments are covered in another lesson.)
  - Click the **[Next]** button and proceed to **STEP 6**.

**STEP 6** The **PARTY SERVED** screen displays. (See Figure 6.)

**Figure 6**

- ◆ Select the Defendants upon whom the summons(es) were served, or attempted to be served. The defendant(s), will be identified by **[pty:dft] (person type:role type)**. Click on the appropriate Defendants - party(ies).
  - To select multiple parties, hold down the **Ctrl** key and click on any other parties to whom the summon(s) were served or attempted. Scroll down, if necessary, to be able to see and select all of the appropriate parties.

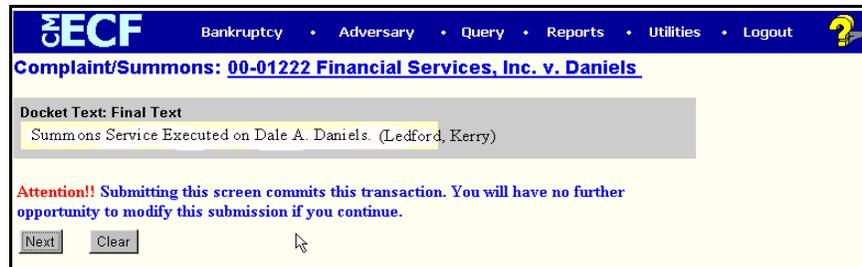
**NOTE:** Although the screen says to select the party **served**, select the appropriate defendant(s) whether the service of the summons was executed or unexecuted.

**STEP 7** The **SERVICE DATE** screen will then be presented. (See Figure 7.)

**Figure 7**

- ◆ The date served defaults to the Filed Date. If necessary, enter the actual date the summons was served.
- ◆ Each defendant will have a separate Service Date.
- ◆ When the date served has been entered for each defendant served, click **[Next]** to continue.

**STEP 8** The **FINAL TEXT** screen displays. (See Figure 9.)



The screenshot shows the ECF system interface. The top navigation bar includes 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main heading is 'Complaint/Summons: 00-01222 Financial Services, Inc. v. Daniels'. Below this, the 'Docket Text: Final Text' section contains the text: 'Summons Service Executed on Dale A. Daniels. (Ledford, Kerry)'. A red warning message states: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom, there are 'Next' and 'Clear' buttons.

**Figure 8**

**NOTE:** The docket text for the Summons Returned Unexecuted event says that the summons was “Returned Unexecuted” rather than “Service Executed.”

- ◆ This screen is your last chance to correct the event before it is submitted to the court’s database. Verify the accuracy of the docket text.
- ◆ If the docket text has any errors, click the browser **[Back]** button and correct the error.
- ◆ To abort or restart the transaction, click on the Adversary hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ If the docket text is correct, click **[Next]** to continue.

**STEP 9** The **NOTICE OF ELECTRONIC FILING** screen will then be generated. (See Figure 9.)

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Complaint/Summons:**  
[00-01222 Financial Services, Inc. v. Daniels](#)

Notice of Electronic Filing

**Case Name:** Financial Services, Inc. v. Daniels  
**Case Number:** [00-01222](#)  
**Document Number:** [2](#)

**Docket Text:**  
 Summons Service Executed on Dale A. Daniels 9/27/2000. (Ledford, Kerry)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**R:\TRAINING\ECF\Class Files\PDF Files\SUMMONS.PDF  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=978562065 [Date=9/27/2000] [FileNumber=2665-0] [3541a58f2e64196d36effeae847c0fc0c5d3594cb2692c88955b6e1a4ec4240a5dead1a5b8d379d9d85E38f1c0e340e287ae281f20efc2161cb86d07a670f212]]

**00-01222 Notice will be electronically mailed to:**

**00-01222 Notice will not be electronically mailed to:**

Annie Applequist  
 Nelson, Barrington & Lee  
 12382 Lakeshore Drive  
 Chicago, IL 60612

Figure 9

- ◆ The Notice of Electronic Filing is the verification that the filing has officially been entered into the court's database.
- ◆ Clicking on the case number hyperlink, [00-1222](#), on the Notice of Electronic Filing will display the docket report for this case.
- ◆ Clicking on the document number hyperlink will display the PDF image of the document just filed.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.