

GUIDE TO FILING SUMMONS SERVICE EXECUTED/UNEXECUTED

1. INFORMATION.

Your Certificate of Service must indicate service of the Summons *and* the Complaint on the parties to the adversary proceeding.

- **If the debtor is a defendant, the attorney for the debtor must also be served with the Summons and Complaint.**
- **Any federal depositories need to be served by certified mail.**
- **Rule 7004(b)(3). If the defendant is a corporation, a partnership, or other like entity,** the Summons and Complaint must be mailed to the attention of an officer, a managing or general agent, or to any other agent authorized by appointment or by law to receive service of process and, if the agent is one authorized by statute to receive service and the statute so requires, by also mailing a copy to the defendant.

2. FILING.

Adversary

Complaint & Summons (use only AFTER an adversary case is opened)

Enter the adversary case number.

Click Next.

- If the defendant was served, select **Summons Service Executed.**
- If the defendant was not served, select **Summons Service Unexecuted.**

Highlight the appropriate event and Click Next.

3. PDF DOCUMENT.

Select the PDF document.

Click Next.

4. PARTIES SERVED.

Select only the defendant(s).

Click Next.

The date served defaults to today's date. If necessary, enter the actual date the Summons and Complaint were served. Each defendant will have a separate service date.

Click Next.

Click Next.

5. FINAL TEXT.

The Docket Text: Final Text screen displays.

Proof this screen carefully! If any part of the docket text is incorrect, click the browser **Back** button to return to the screen you need to correct. Then process the screens again

Attorney Filing Guide - Adversary Summons Service
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with the respective **Next** or **Submit** buttons. If the docket text is correct, click **Next**. The Notice of Electronic Filing screen appears.