

Electronic Filing Guide
Adversary Summons Service Executed/Unexecuted
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Revised: January 11, 2022

1. REQUIRED DOCUMENT.

A certificate of service evidencing service of the Summons and Complaint on parties to the adversary proceeding in accordance with Bankruptcy Rule 7004.

- 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. ELECTRONIC FILING IN CM/ECF.

Adversary

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

Enter the adversary proceeding number

Next

If the defendant was served, select Summons Service Executed.

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

Highlight the appropriate event

Next

Browse for the PDF of the certificate of service

Next

Select only the affected defendant(s)

Next

Enter date served screen. 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.

Next

Next

Docket Text: Final Text screen displays.

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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 with the respective Next or Submit buttons. If the docket text is correct, click Next. The Notice of Electronic Filing screen appears.