

ATTORNEY – Quick Reference Guide

Summons Service Executed

Step	Action
1	Click on the Adversary hyperlink
2	Click Complaint & Summons
3	At the ATTENTION screen click Next to continue filing
4	Enter the case number – click NEXT
5	Select Summons Service Executed from the event type list – click NEXT
6	Click BROWSE on the PDF Document Selection screen to launch the Adobe Acrobat Reader. Locate and Verify the document you wish to attach to this entry – click Open to attach the correct PDF. Leave Attachments to Document as No – click NEXT . NOTE: To view the document before selecting, right click on the highlighted filename and click open.
7	At the Select the Party Served Screen – select the party/parties being served – click NEXT
8	At the Enter Date Served Screen – Enter the date the summons is being mailed if different from the default date – click NEXT
9	At Docket Text: Modify as Appropriate screen verify the text and enter a prefix or additional text if needed – click NEXT
10	At Docket Text: Final Text screen verify that the text is correct – If correct – click NEXT If incorrect – click the browser BACK button until you find the error(s) and proceed with the event
11	The Notice of Electronic Filing screen appears and your transaction is complete