

CM/ECF Filing Reference Guide

Prior to the docketing of the Summons Service Executed the filer should

Create a PDF of both sides of the Summons, with the completed Certificate of Service portion as the first page of your PDF

Summons Service Executed

Step	Action
1.	Select Adversary
2.	From the Events list, select Complaint & Summons.
3.	Enter the case number Select NEXT
4.	From the Available Events list, Select Summons Service Executed Select NEXT
5.	<p>This screen allows you to browse your system to attach the PDF of the summons service executed.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is correct select OPEN</p> <ul style="list-style-type: none"> • In order to include additional documentation choose Yes at Attachments to Document <p>Select NEXT</p> <p>(1) This screen allows you to browse your system to attach the PDF of any additional documents required for the summons service executed.</p> <p>NOTE: To verify it is the correct attachment, select the PDF, right click, and select Open with Adobe Acrobat If the document is the correct document select OPEN.</p> <p>(2) Select a “Category” (optional) and/or fill in the “Description” field. (Here you can choose a description from the category field or type in a description of the document.)</p> <p>(3) Choose Add to List – a window will open showing you the document chosen.</p> <p><i>You can repeat the above steps for each document being included with the summons service executed</i></p> <p style="text-align: center;">If correct,</p>

	<p>Select NEXT</p> <p>If incorrect path, choose the document and select Remove from list and return to step (1) herein to add correct document.</p> <p>Select NEXT to move to step 6</p>
6.	<p>Select the party/parties served</p> <p>Select NEXT.</p>
7.	<p>This screen automatically creates the link to the complaint and requires you to Enter Date Served. In the active dialogue box REPLACE the auto-populated date with the date the Summons was served</p> <p>Select NEXT</p>
8.	<p>This screen serves as the last chance to verify that the Docket Text: Modify as appropriate is correct. Using the dialogue boxes, make any necessary modifications. If correct,</p> <p>Select NEXT</p>
9.	<p>This screen serves as the last chance to verify that the Docket Text: Final Text is correct. If correct,</p> <p>Select NEXT - the docketing process will be committed.</p> <p>If any changes need to be made use the back navigation arrow to make the corrections. Retrace actions once correction is made.</p>
10.	<p>The final screen is the Notice of Electronic Filing screen</p> <p>This screen is your confirmation that the docketing process is complete</p>

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