

SUMMONS SERVICE EXECUTED / UNEXECUTED

The Summons in an Adversary Proceeding (Form B250A) is issued by the Clerk's Office subsequent to the filing of the adversary proceeding.

Plaintiff's attorney is responsible for serving the summons together with a copy of the complaint upon the defendant(s) and defendant's counsel.

The Summons and complaint must be served within ten (10) days of issuance of the summons. If the summons and complaint are not served within the ten-day period, a new summons must be issued and served.

The form for a Certificate of Service on Summons in an Adversary is shown on the following page.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

IN THE MATTER OF

Bankruptcy No. _____

ADVERSARY NO. _____

**SUMMONS
SERVICE EXECUTED**

I, _____, certify that I am, and at all times during the service of process was, not less than 18 years of age and not a party to the matter concerning which service of process was made. I further certify that the service of this summons and a copy of the complaint was made this _____ day of _____, 2001 by:

____ Mail Service: Regular, First Class United States mail, postage fully pre-paid, addressed to: (list defendant's name and address where served)

____ Personal Service: By leaving the process with defendant or with an officer or agent of defendant at: (list defendant's name, officer or agent's name and the address where served)

____ Residence Service: By leaving the process with the following adult at: (list defendant's name, name of the party served and the address where served)

____ Publication: The defendant was served as follows: (Describe briefly)

____ State Law: The defendant was served pursuant to the laws of the State of _____ as follows: (Describe briefly)

Under penalty of perjury, I declare that the foregoing is true and correct.

Date

Signature

Print:

Name

Business Address

City, State, Zip Code

This process will show the steps required to docket the executed service or unexecuted service of a summons.

- * Click **Adversary** on the CMECF Main Menu Bar shown below.



- * At the Adversary Events screen, click **Complaint & Summons** as shown below.



The Case Number screen appears as shown below.



The system will display the number of the last case you accessed in this session. **Make sure you are working on the correct case.**

- * Enter the correct adversary proceeding case number.
- * Click **Next**.

The **Document Selection** screen appears as shown below.



There two **Summons Service** events: one **Executed** and the other **Unexecuted**.

- * If the defendant was properly served, select the **Summons Service Executed** event.
- * If the defendant could not be served, select the **Summons Service Unexecuted** event.
- * Click on the appropriate event.
- * Click **Next**.

The **Select PDF document** screen appears as shown below.



You need to locate, preview and associate the correct PDF file with the docket entry.

- * Click the **Browse** button.

- * Lift click **Open** on the drop-down menu to view the file.

The following screen will flash as Adobe Acrobat Reader opens.



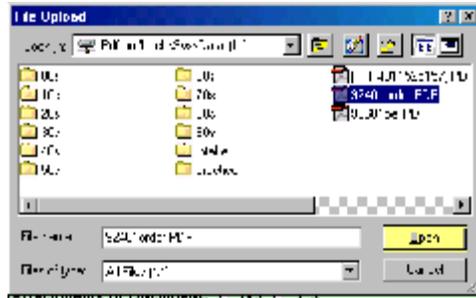
The selected file will open with Adobe Acrobat Reader.



- * Check the file to confirm that it is the correct one.
- * Close Acrobat Reader by clicking the **X** on the (blue) Adobe title bar.

This will bring you back to the File Upload window.

- * Double click the PDF file or click the **Open** button as indicated in the File Upload window below.



This will associate the file to the docket entry.

- * Click **Next**.
- * If filing **Summons Service Executed**, proceed to next page.
- * If filing **Summons Service Unexecuted**, proceed to Page 6.10.

If Summons Service Executed was selected:

The **Party Served - Summons Service Executed** screen appears as shown below.



- * Select the party upon whom service was made.
- * Click **Next**.

The **Date Served** screen appears as shown below.



- * The default for Date Served is the current date.
- * Enter the actual date service of the summons was made on the defendant.
- * Click **Next**.

The **Docket Text Modify** screen appears as shown below.

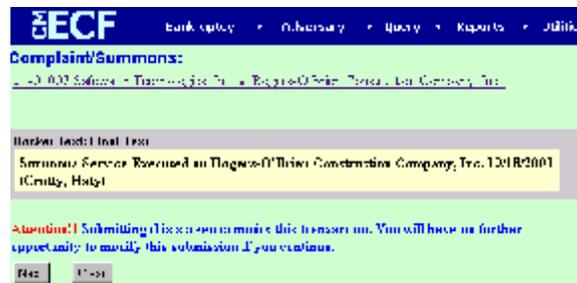


There is usually no need to modify the text in this entry.

* Verify the docket text.

* Click **Next**.

The Final Docket Text screen appears as shown below depending on your choice of summons executed or unexecuted.



This screen is your last chance to correct any mistakes.

* Verify the accuracy.

If the entry is incorrect, click the **Back** button on your browser's menu bar to return to the screen you need to correct or click on any hyperlink on the CMECF Main Menu bar to abort this transmission.

* If the entry is correct, click **Next**.

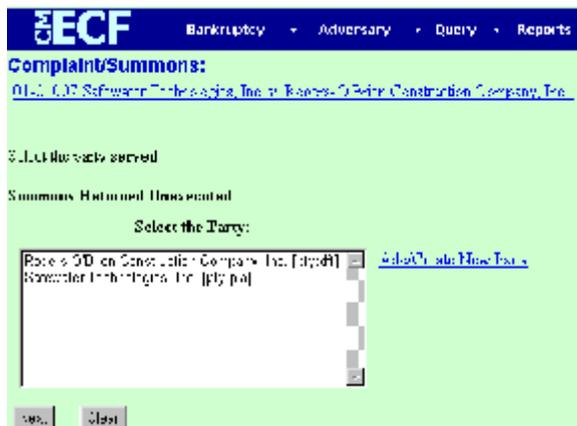
The Notice of Electronic Filing screen appears.

The Notice of Electronic Filing is the verification that the filing has been officially entered into the court's database.

* Print the Notice of Electronic Filing.

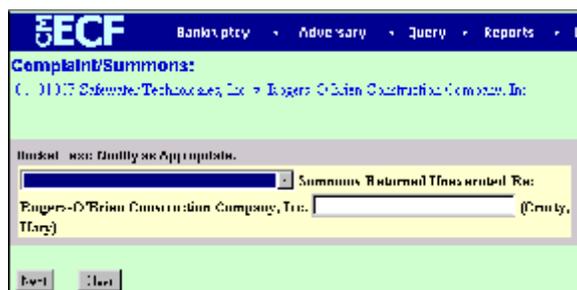
If Summons Service Unexecuted was selected:

The **Summons Returned Unexecuted** screen appears as shown below.



- * Select the party upon whom service **was not** made.

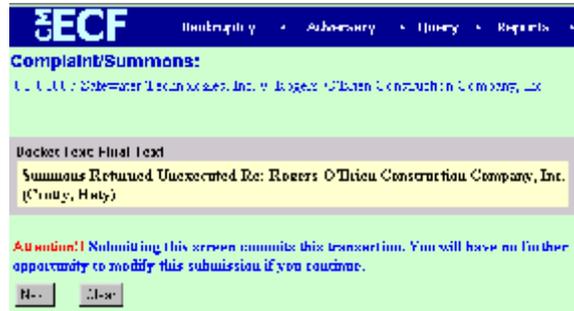
The **Modify Text** screen appears as shown below.



There is usually no need to modify the text in this entry.

- * Verify the docket text.
- * Click **Next**.

The Final Docket Text screen appears as shown below.



This screen is your last chance to correct any mistakes.

- * Verify the accuracy.

If the entry is incorrect, click the **Back** button on your browser's menu bar to return to the screen you need to correct or click on any hyperlink on the CMECF Main Menu bar to abort the transmission.

- * If the entry is correct, click **Next**.

The Notice of Electronic Filing screen appears.

The Notice of Electronic Filing is the verification that the filing has been officially entered into the court's database.

- * Print the Notice of Electronic Filing.