

**INSTRUCTIONS FOR
PREPARING AND SUBMITTING SUMMONS
AND FILING
SUMMONS SERVICE EXECUTED / UNEXECUTED**

In order to comply with Bankruptcy Rule 7004(a), effective 12/20/04 plaintiff's attorney is now responsible for preparing the appropriate summons and e-mailing it to the court for issuance.

The various summons forms can be found in WordPerfect and MSWord on the court's web-site which is www.laeb.uscourts.gov, then click on **Forms/Publications** then click on **Local Forms**.

The e-mail address to which the summons should be sent is:

summons@laeb.uscourts.gov.

When the summons is received by the court, it will be dated and signed by a deputy clerk and will be issued no later than the next working day subsequent to receipt of the e-mail.

Plaintiff's attorney is responsible for serving the summons and the complaint upon the defendant(s) and attorney(s) **within ten (10) days of issuance of the summons**.

The Certificate of Service on Summons in an Adversary is shown on Page 6.2.

Note: **If the summons and complaint are not served within the ten-day period**, edit the **title** of the certificate (see Page 6.3) to read **Certificate of Service *Not Made*** and insert the following paragraph:

X I HEREBY CERTIFY THAT THIS SUMMONS WAS UNABLE TO BE SERVED.

File the document as **Summons Service Un-Executed** then immediately thereafter file a **Request for Issuance of Summons** and e-mail the new summons to the court.

EASTERN DISTRICT OF LOUISIANA

IN THE MATTER OF

Bankruptcy No. _____

ADVERSARY NO. _____

Certificate of Service

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

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

IN THE MATTER OF

Bankruptcy No. _____

ADVERSARY NO. _____

Certificate of Service *Not Made*

X I HEREBY CERTIFY THAT THIS SUMMONS WAS UNABLE TO BE SERVED.

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

PREPARING AND SUBMITTING SUMMONS

- 1) *Open the word processing application which you will use in creating the summons, either WordPerfect or MS Word.*
- 2) Using your internet browser, go to the court's website www.laeb.uscourts.gov to create the summons using one of the two word processing templates available.
- 3) At the court's home page, click **Forms/Publications** on the left side of the page.
- 4) At the next screen, click **Local Forms**.

The Local Forms list will appear as shown in the screen below.

United States Bankruptcy Court
Eastern District of Louisiana

Local Forms

- [Changes in Procedures for Issuing Summonses](#)

Form Name	Word Processing Format	
• Summons in an Adversary Proceeding	WP Template	MS Word
• Third Party Summons	WP Template	MS Word
• Summons to Debtor in Involuntary Case	WP Template	MS Word

PDF Forms

- [National Archives and Records Administration](#)
- [Bankruptcy Forms From Private Sources](#)
- [Court Reference Contractors - Archived Bankruptcy Records](#)
- [Reaffirmation Agreement](#)
- [Disclosure of Compensation of Attorney for Debtor](#)
- [Disclosure of Compensation of Bankruptcy Petition Preparer](#)
- [Certification and Signature of Non-Attorney Bankruptcy Petition Preparer](#)
- [Order - Application to Pay Filing Fees in Installments](#)
- [Summons in an Adversary Proceeding](#)
- [Adversary Proceeding Service](#)
- [Credit Card Collection Authorization Form](#)
- [Application for Attorney Password for ECF System](#)
- [Application for Accountant Password for ECF System](#)
- [Application for Claim Password for ECF System](#)

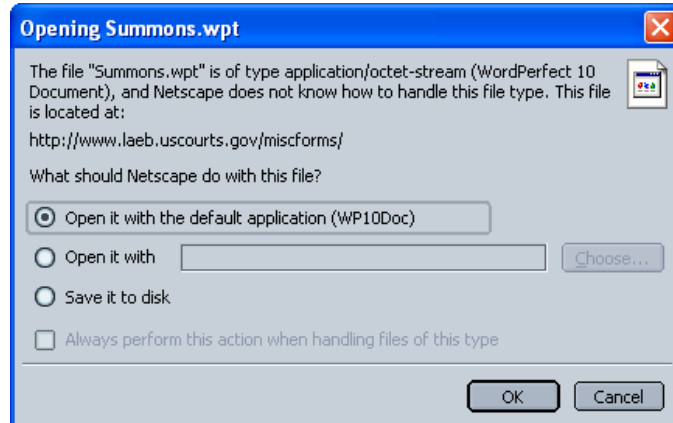
- 5) Under Word Processing Format, click either one of the two hyperlinks: **WP Template** or the **MS Word Form** as shown in the screen below.

- [Changes in Procedures for Issuing Summonses](#)

Form Name	Word Processing Format	
• Summons in an Adversary Proceeding	WP Template	MS Word Form
• Third Party Summons	WP Template	MS Word Form
• Summons to Debtor in Involuntary Case	WP Template	MS Word Form

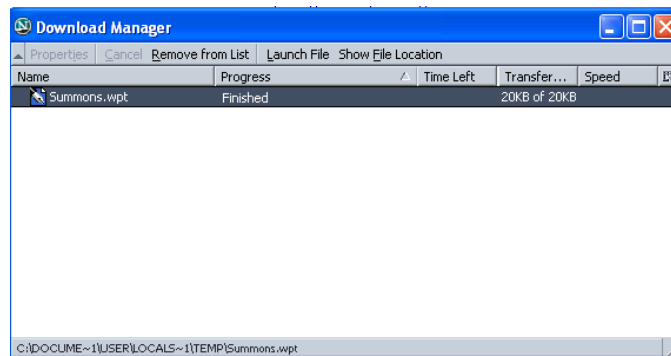
CLICKING THE WORDPERFECT TEMPLATE

- 6) If you click the **WP Template** hyperlink, the following Opening Summons screen appears.



- 7) In the Opening Summons screen shown above, click **OK**.

The Download Manager screen appears as shown below advising that the download has been completed.



- 8) Click the red X on the Download Manager title bar to close the screen.

- 9) Click the **WordPerfect** icon which has been minimized.

The **WordPerfect Template** appears with the blank summons in the background as shown below.

United States Bankruptcy Court Eastern District of Louisiana			
In re		Bankruptcy Case No.	[Case Number]
	[Debtor]	Debtor	
			[Chapter]
To:			Adversary Number]
YOU summi except withi			ed to this summons, complaint
<div style="border: 1px solid blue; padding: 5px;"> <p>Template Information</p> <p>Case Number : <input type="text"/></p> <p>Chapter : <input type="text"/></p> <p>Adversary Number : <input type="text"/></p> <p>Debtor : <input type="text"/></p> <p>Plaintiff : <input type="text"/></p> <p>Defendant : <input type="text"/></p> <p>Defendant Served : <input type="text"/></p> <p>Plaintiff Attorney : <input type="text"/></p> <p>Atty Street Address : <input type="text"/></p> <p>Atty City, State, Zip : <input type="text"/></p> <p>OK Cancel Next Field Help</p> </div>			
<p>U.S. Bankruptcy Court Hale Boggs Federal Building 500 Poydras Street, Room B-601 New Orleans, LA 70130</p>			
At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.			
<p>Name and Address of Plaintiff's Attorney: [Plaintiff Attorney] [Atty Street Address] [Atty City, State, Zip]</p>			
<p><small>If you make a motion, you must also serve it as provided by Fed.R.Bankr.P. 7012.</small></p> <p>IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.</p>			
<p>Marla Hamilton Clerk of the Bankruptcy Court</p>			

- 10) Type the appropriate information in each box of the template as shown in the screen on the next page.

Note: The **Defendant Served** box should indicate the defendant to whom the summons is to be issued.

Note: If there is more than one (1) defendant, you must create a separate summons for each defendant.

Template Information

Case Number : 05-10004

Chapter : 13

Adversary Number : 05-1004

Debtor : EVANGELINE EVANS

Plaintiff : HIBERNIA NATIONAL BANK

Defendant : EVANGELINE EVANS

Defendant Served : EVANGELINE EVANS

Plaintiff Attorney : Attorney Crotty

Atty Street Address : 123 Canal Street

Atty City, State, Zip : New Orleans, LA 70112

OK

Cancel

Next Field

Help

- 11) Check the information carefully, and if necessary make appropriate corrections.
- 12) When it's correct, click **OK**.

The Summons and the Certificate of Service appear with the information you furnished as shown on the next two pages.

- 13) Save the summons document.
- 14) E-mail the summons to the court for issuance. The e-mail address is **summons@laeb.uscourts.gov**.

**United States Bankruptcy Court
Eastern District of Louisiana**

In re		Bankruptcy Case No.	05-10004
EVANGELINE EVANS	Debtor	Chapter	13
HIBERNIA NATIONAL BANK	Plaintiff	Adversary Proceeding No.	05-1004
EVANGELINE EVANS	Defendant		

SUMMONS IN AN ADVERSARY PROCEEDING

To: EVANGELINE EVANS

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Address of Clerk:
U.S. Bankruptcy Court
Hale Boggs Federal Building
500 Poydras Street, Room B-601
New Orleans, LA 70130

At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.

Name and Address of Plaintiff's Attorney:
Hatty Crotty
555 Canal Street
New Orleans, LA 70112

If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

Marla Hamilton
Clerk of the Bankruptcy Court

Date

By: _____
Deputy Clerk

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

IN THE MATTER OF:

ADVERSARY NO. 05-1004

EVANGELINE EVANS

BANKRUPTCY NO. 05-10004

Certificate of Service

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 _____ by:

- Mail Service: Regular, First Class United States mail, postage fully pre-paid, addressed to:
- Personal Service: By leaving the process with defendant or with an officer or agent of defendant at:
- Residence Service: By leaving the process with the following adult at:
- Certified Mail Service on an Insured Depository Institution: By sending the process by certified mail addressed to the following officer of the defendant at:
- Publication: The defendant was served as follows: (Describe briefly)
- State Law: The defendant was served under the law of the State of _____ as follows: (Describe briefly)

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

Date

Signature

Print:

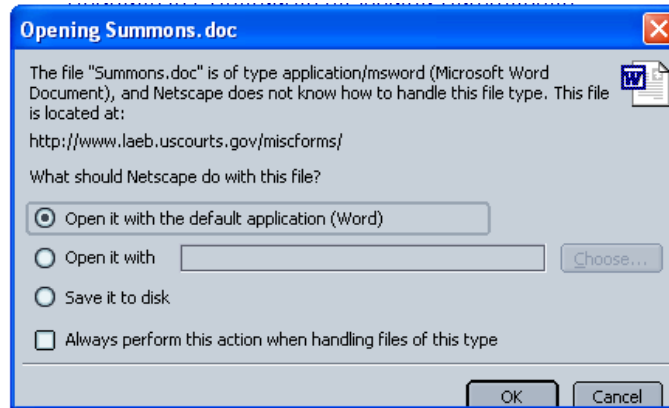
Name

Business Address

City, State, Zip Code

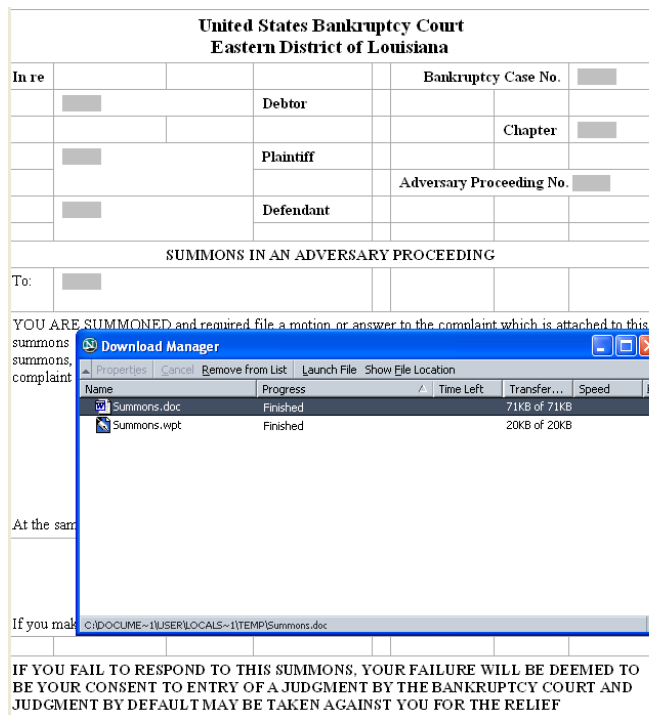
CLICKING THE MSWORD FORM TEMPLATE

- 6) If you click the **MSWord Form hyperlink**, the following Opening Summons screen appears.



- 7) Click **OK**.

The Download Manager screen appears as shown below advising that the download has been completed.



- 8) Click the red X on the Download Manager title bar to close the screen.
The Summons form appears as shown in the screens below.

United States Bankruptcy Court Eastern District of Louisiana			
In re		Bankruptcy Case No.	
	Debtor		Chapter
	Plaintiff		Adversary Proceeding No.
	Defendant		
SUMMONS IN AN ADVERSARY PROCEEDING			
To:			
<p>YOU ARE SUMMONED and required file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.</p> <p style="text-align: center;">Address of Clerk: U.S. Bankruptcy Court Hale Boggs Federal Building 500 Poydras Street, Room B-601 New Orleans, LA 70130</p> <p>At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.</p> <p style="text-align: center;">Name and Address of Plaintiff's Attorney: [REDACTED]</p> <p>If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.</p> <p>IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.</p> <p style="text-align: right;">Marla Hamilton Clerk of the Bankruptcy Court</p> <p>Date: _____ By: _____ Deputy Clerk</p>			

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA**

IN THE MATTER OF: [REDACTED]	ADVERSARY NO. [REDACTED]
	BANKRUPTCY NO. [REDACTED]
CERTIFICATE OF SERVICE	

I, [REDACTED], 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: [REDACTED] by: [REDACTED]

Mail Service: Regular, First Class United States mail, postage fully pre-paid, addressed to: [REDACTED]

Personal Service: By leaving the process with defendant or with an officer or agent of defendant at: [REDACTED]

Residence Service: By leaving the process with the following adult at: [REDACTED]

Certified Mail Service on an Insured Depository Institution: By sending the process by certified mail addressed to the following officer of the defendant at: [REDACTED]

Publication: The defendant was served as follows: (Describe briefly) [REDACTED]

State Law: The defendant was served under the law of the State of [REDACTED] as follows: (Describe briefly) [REDACTED]

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

Date	Signature
	Name
	Business Address
	City, State Zip Code

Note: The dark square in the **Bankruptcy Case No.** box (highlighted below) indicates the *first* box within which you should enter the appropriate information.

Note: If you use the **Tab** key, the system will automatically move to the next box to be filled in.

United States Bankruptcy Court Eastern District of Louisiana					
In re				Bankruptcy Case No.	
		Debtor			
				Chapter	
		Plaintiff			
				Adversary Proceeding No.	
		Defendant			
SUMMONS IN AN ADVERSARY PROCEEDING					
To:					
<p>YOU ARE SUMMONED and required file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.</p> <p style="text-align: center;">Address of Clerk: U.S. Bankruptcy Court Hale Boggs Federal Building 500 Poydras Street, Room B-601 New Orleans, LA 70130</p> <p>At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.</p> <p style="text-align: center;">Name and Address of Plaintiff's Attorney:</p> <p style="text-align: center;">[Redacted]</p> <p>If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.</p>					
IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.					
				Marla Hamilton	
				Clerk of the Bankruptcy Court	
_____			By:	_____	
Date				Deputy Clerk	

Note:

The highlighted squares shown below should also be filled in when creating the Summons.

The remaining squares should be completed *after* service of the Summons and Complaint.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

IN THE MATTER OF: [REDACTED]	ADVERSARY NO. [REDACTED]
	BANKRUPTCY NO. [REDACTED]
CERTIFICATE OF SERVICE	

I, [REDACTED], 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: [REDACTED] by: [REDACTED]

Mail Service: Regular, First Class United States mail, postage fully pre-paid, addressed to: [REDACTED]

Personal Service: By leaving the process with defendant or with an officer or agent of defendant at: [REDACTED]

Residence Service: By leaving the process with the following adult at:
[REDACTED]

Certified Mail Service on an Insured Depository Institution: By sending the process by certified mail addressed to the following officer of the defendant at:
[REDACTED]

Publication: The defendant was served as follows: (Describe briefly)
[REDACTED]

State Law: The defendant was served under the law of the State of [REDACTED] as follows: (Describe briefly)
[REDACTED]

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

[REDACTED]	[REDACTED]
Date	Signature
	[REDACTED]
	Name
	[REDACTED]
	Business Address
	[REDACTED]
	City, State Zip Code

- 9) Type the appropriate information in the squares of the template as shown in the screen on the next two pages.

Note: If there is more than one (1) defendant, you must create a separate summons for each defendant.

United States Bankruptcy Court Eastern District of Louisiana					
In re				Bankruptcy Case No.	05-10004
	EVANGELINE EVANS	Debtor			
				Chapter	13
	HIBERNIA NATIONAL BANK	Plaintiff			
				Adversary Proceeding No.	05-1004
	EVANGELINE EVANS	Defendant			
SUMMONS IN AN ADVERSARY PROCEEDING					
To:	EVANGELINE EVANS				
<p>YOU ARE SUMMONED and required file a motion or answer to the complaint which is attached to this summons with the clerk of the bankruptcy court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.</p> <p style="text-align: center;">Address of Clerk: U.S. Bankruptcy Court Hale Boggs Federal Building 500 Poydras Street, Room B-601 New Orleans, LA 70130</p> <p>At the same time, you must also serve a copy of the motion or answer upon the plaintiff's attorney.</p> <p style="text-align: center;">Name and Address of Plaintiff's Attorney: Attorney Crotty 123 Canal Street New Orleans, LA 70112</p> <p>If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.</p>					
IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.					
				Marla Hamilton Clerk of the Bankruptcy Court	
_____ Date			By:	_____ Deputy Clerk	

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

IN THE MATTER OF: [REDACTED] EVANGELINE EVANS	ADVERSARY NO. 05-1004
BANKRUPTCY NO. 05-10004	
CERTIFICATE OF SERVICE	

I, [REDACTED], 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: [REDACTED] by: [REDACTED]

Mail Service: Regular, First Class United States mail, postage fully pre-paid, addressed to: [REDACTED]

Personal Service: By leaving the process with defendant or with an officer or agent of defendant at: [REDACTED]

Residence Service: By leaving the process with the following adult at: [REDACTED]

Certified Mail Service on an Insured Depository Institution: By sending the process by certified mail addressed to the following officer of the defendant at: [REDACTED]

Publication: The defendant was served as follows: (Describe briefly) [REDACTED]

State Law: The defendant was served under the law of the State of [REDACTED] as follows: (Describe briefly) [REDACTED]

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

[REDACTED]	[REDACTED]
Date	Signature
	Name
	Business Address
	City, State Zip Code

- 10) Check the information carefully, and if necessary make appropriate corrections.

- 11) When it's correct, save the summons document.

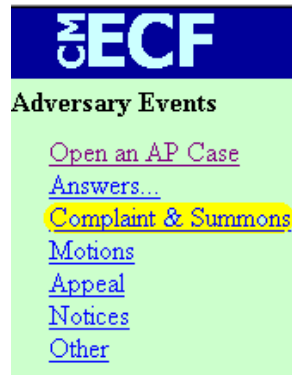
- 12) E-mail the summons to the court for issuance. The e-mail address is **summons@laeb.uscourts.gov**.

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

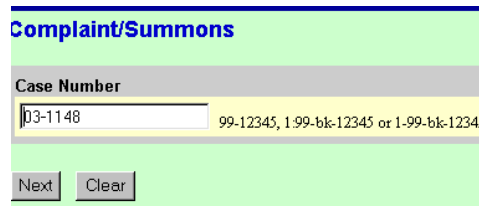
- * Click **Adversary** on the CMECF Main Menu Bar shown below.



- * 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 the current session. **Make sure you are working on the correct case.**
- * Verify or 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 was not served, select the **Summons Service Unexecuted** event.
- * Click on the appropriate event.
- * Click **Next**.

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

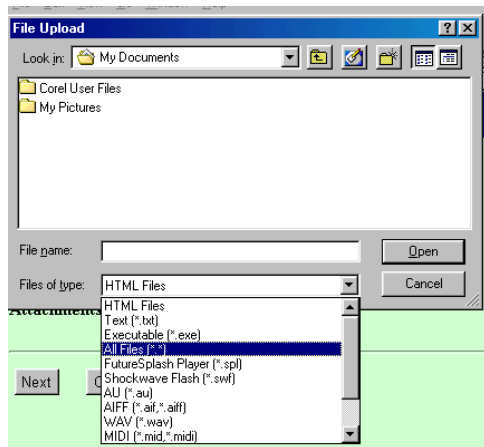


You need to locate, preview and associate the correct PDF file with the docket entry.

- * Click the **Browse** button.

The **File Upload** screen appears as shown below.

- * Click the down arrow to the right of the **Files of type** field as shown below.

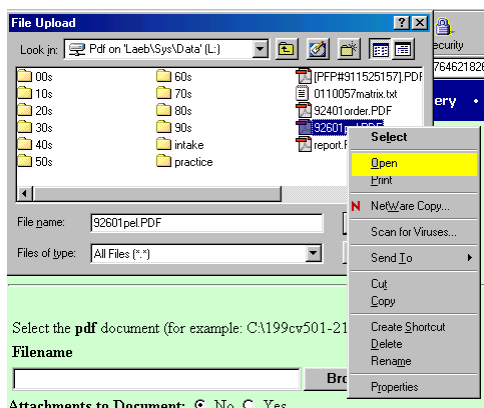


- * In the drop-down box, click on **All Files (*.*)** as shown in the screen above.
- * Locate the appropriate PDF file.

NOTE: Always preview a file before you associate it with the docket entry.

- * To preview the file, right click the file.

A drop-down menu as shown below will appear.



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

The following screen will flash as Adobe Acrobat Reader opens.



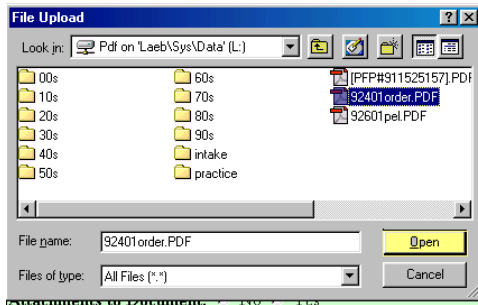
The selected file will open with Adobe Acrobat Reader.



- * 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 the next page.
- * If filing **Summons Service Unexecuted**, proceed to Page 6.23.

If Summons Service Executed was selected:

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

Complaint/Summons:
[03-01148 Nomar Finance, Inc. v. Pearson](#)

Select the party served.

Summons Service Executed

Select the Party:

Nomar Finance, Inc. [Plaintiff].....
Pearson, Penelope [Defendant]

[Add/Create New Party](#)

Next Clear

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

The Date Served screen appears as shown below.

Complaint/Summons:
[03-01148 Nomar Finance, Inc. v. Pearson](#)

Enter date served

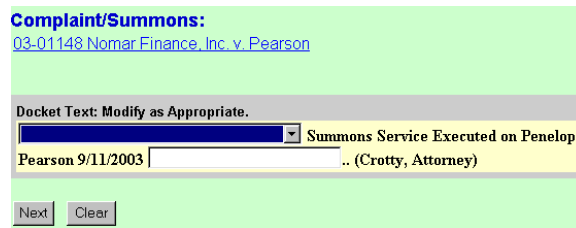
Penelope Pearson - Date served: 9/11/2003

Next Clear

The default for Date Served is the current date.

- * Enter the actual date service of the summons was made on the defendant.
- * Click **Next**.

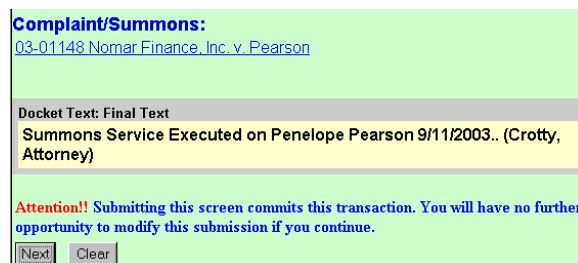
The Modify Text screen appears as shown below.



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 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.

Complaint/Summons:
[03-01148 Nomar Finance, Inc. v. Pearson](#)

Select the party served.

Summons Returned Unexecuted

Select the Party:

Nomar Finance, Inc. [Plaintiff]
Pearson, Penelope [Defendant]

[Add/Create New Party](#)

Next Clear

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

The Modify Text screen appears as shown below.

Complaint/Summons:
[03-01148 Nomar Finance, Inc. v. Pearson](#)

Docket Text: Modify as Appropriate.

Summons Returned Unexecuted Re:
Penelope Pearson . (Crotty, Attorney)

Next Clear

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.

Complaint/Summons:
[03-01148 Nomar Finance, Inc. v. Pearson](#)

Docket Text: Modify as Appropriate.

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.