

Summons

Service Not Executed Issuance of Alias Summons

1. Return the original **unexecuted** Summons to the court.
2. The court will docket the **unexecuted** Summons and will issue the Alias Summons.
3. The Court will send you the hard copy of the Alias Summons for service.
4. After successfully serving the Alias Summons you may docket the event as **Summons Service Executed** (note in text that this is an *Alias* summons. A separate event **does not** exist for alias summons).
5. If you are unable to execute the Alias and need another new date, repeat **Step 1** of this procedure.

Service Executed

Below are instructions regarding how to docket the summons after it has been served.

- Click the **Adversary** hyperlink on the CM/ECF Main Menu.
- Click **Complaint and Summons** hyperlink.
- Enter the **Case Number**, click **[Next]**.
- Select **Summons Service Executed**.
- Click **[Next]**.
- Click **[Next]**.
- Associate the PDF file of the Summons, click **[Next]**.
- Select the party.
- Click **[Next]**.
- Enter date served.

- Edit the docket text if applicable.
- Click **[Next]**.