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Click the **Adversary** hyperlink on the CM/EC Main Menu.

Click **Complaint/Summons** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Request for Alias Summons to be Issued**

Click **Next**.

Click **Next**

Please select the party that this filing is **against**

Click Next.

Enter reason for the issuance of the alias summons.

Place a check mark in the box "**Refer to Existing Event**"

Select the category to which your event relates to, click **Next**.

Select the appropriate event(s) to which your event relates:

Click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

Manual Chapter:

Summons (AP)

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