

[Summons Service Unexecuted](#)

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

- Click **Complaint and Summons** hyperlink.
- Enter **Case Number**, click **Next**.
- Select **Summons Service Unexecuted**, click **Next**.
- Click **Next**.
- Associate the pdf file of the **Summons Service Unexecuted**, click **Next**.
- Select the party the Summons was unexecuted **on**.
- Click **Next**.
- Enhance docket text if necessary.
- ***Review final docket text.***
- Click **Next**.

Manual Chapter: Summons (AP)

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