

# Involuntary Summons Service Executed

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## [Involuntary Summons Service Executed](#)

Click the [Bankruptcy](#) hyperlink on the CMECF Main Menu.

- Click **Summons** hyperlink.
- Enter **Case Number**, click **Next**.
- Scroll down and select **Involuntary Summons Service Executed**, click **Next**.

*Please check if Joint filing with other attorney(s).*

- Click **Next**.
- Select the **party the Summons was executed on**, click **Next** .If not listed, click [Add/Create New Party](#)
- Click **Next**.

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

**Place** a check mark in the box to establish the association.

- Click **Next**.
- Associate the pdf file of the **Involuntary Summons Service Executed**, click **Next**.
- Select the **Party** that the **summons was executed on**.
- **Enter date served** .
- Click **Next**.

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- Click **Next**.
  
- *Review final docket text.*

- Click **Next**.

**Manual Chapter:** Summons (BK)

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