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[Home](#) > Chapter 19 - Summons (AP)

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Summons (AP)

[Additional Nature of Suit](#)

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

Click **Complaint/Summons** hyperlink.

Click **Next**.

Enter **Case Number**

Click **Next**.

Select **Additional Nature of Suit**.

Click **Next**.

Click **Next**.

Note: The Adversary Complaint displays. **(and is selected)**

Click **Next**.

Select the party that this filing is against.

Please enter the number and description of the nature of suit.

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

[Adversary Cover Sheet](#)

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

Click **Complaint/Summons** hyperlink.

Click **Next**.

Enter **Case Number**

Click **Next**.

Select **Adversary Cover Sheet**

Click **Next**.

Click **Next**

Associate the pdf file of the Adversary Cover Sheet.

Click **Next**.

Select the party that this filing is against.

Note: The Adversary Complaint displays.

Click **Next**.

Edit the docket text if necessary.

[Review final docket text.](#)

Click **Next**.

[Amended Complaint](#)

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

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Amended Complaint**, click **Next**.

Click **Next**.

Select the party. **(The party you are filing on behalf of)**

Click **Next**.

Note: The following message displays:

"Please select the party that this filing is against"

Select the Party or Group. (The party you are filing AGAINST)

Click **Next**.

Associate the pdf file of the **Amended Complaint**, click **Next**.

Click **Next**.

Place a check mark in the box next to **Refer to existing event (s)**

Place a check mark in the box of the related complaint event.

Click **Next**.

Enhance docket text if necessary.

[Review final docket text.](#)

Click **Next**.

[Counterclaim](#)

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

Click **Complaint & Summons**

Enter **Case Number**, click **Next**.

Select **Counterclaim**, click **Next**.

Click **Next**.

Select the party, **(The party you are filing on behalf of)**

Click **Next**.

Click **Next**.

Associate the pdf file of the **Counterclaim**, click **Next**.

Note: The message displays:

Counter Party Complaint

Select from the following list the party (s) **against** whom you are filing this Counterclaim.

Select the Party or Group. **(The party you are filing AGAINST)**

Click **Next**.

Select the party. **(The party you are filing on behalf of)**

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

[Crossclaim](#)

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

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Crossclaim**, click **Next**.

Click **Next**.

Note: The message displays:

Crossclaim Complaint

Select from the following list the party (s) **against** whom you are filing this Crossclaim.

Select the Party or Group. **(The party you are filing AGAINST)**

Associate the pdf file of the **Counterclaim**, click **Next**.

Select the party.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

[Intervenor's Complaint](#)

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

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Intervenor's Complaint**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**

Note: If this 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**.

Please select the party (s)that this filing is **against**.

Click Next.

Associate the pdf file of the **Intervenor's Complaint**, click **Next**.

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

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

Place a check mark in the box next to the document. (This is how you link related documents.)

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**

[Request for Alias Summons to be Issued](#)

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**.

[Summons Service Executed](#)

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

Click **Complaint and Summons** hyperlink.

Enter **Case Number**, click **Next**.

Select **Summons Service Executed**, click **Next**.

Click **Next**.

Associate the pdf file of the **Summons Service Executed**, click **Next**.

Select the party the Summons was executed **on**.

Click **Next**.

Enter date served.

Enhance docket text if necessary.

Review final docket text.

Click **Next**.

[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**.

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