

[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**.

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Published on United States Bankruptcy Court (<https://www.canb.uscourts.gov>)

Manual Chapter: Summons (AP)

Source URL (modified on 04/20/2016 - 4:48pm): <https://www.canb.uscourts.gov/ecf/efiling-manual/request-alias-summons-be-issued>