

[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**.

Manual Chapter: Summons (AP)

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