

Involuntary Summons Service Unexecuted

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

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

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

- Click **Next**.
- Select the **party the Summons was unexecuted 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 Unexecuted**, click **Next**.
- Select the **Party** that the **summons was not executed on**.
- Click **Next**.
- **Review final docket text.**

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

- Click **Next**.

Manual Chapter: Summons (BK)

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