

Docketing the Return of a Summons in CM/ECF

Docketing the return of a summons, either executed or unexecuted, in CM/ECF involves selecting the transaction, entering the case number, selecting the party filing the return (normally the plaintiff or claimant), selecting the party(ies) who were served (or were attempted to be served), and accepting the final docket text. If the summons was returned executed, you must enter the date served.

STEP 1 After you have logged in to CM/ECF, click on **Civil** on the ECF Main Menu.

STEP 2 The system will display the **Civil Events** screen.

- Click on **Service of Process** in the Initial Pleadings and Service section.



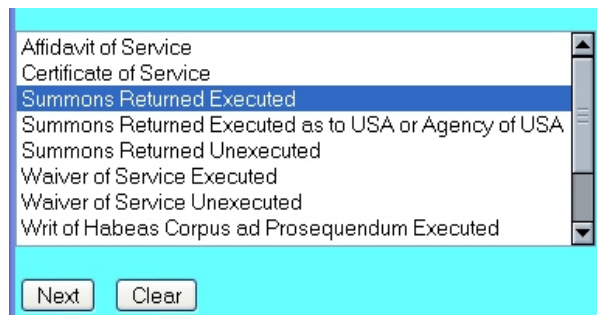
STEP 3 The system will next display the Case Number screen for you to enter the case in which the summons(es) were issued.

- The number of the last case accessed will be displayed. If this is the correct case, just click **Next**. If it is not, enter the correct case number and then click **Next**.

STEP 4 The system will display the **Service of Process** selection screen.

- Here you select the specific document type you are docketing. Scroll down, if necessary, to click on the transaction, then click **Next**. For this lesson, we will select **Summons Returned Executed**.

NOTE: Be sure to select "Summons Returned Executed as to USA or Agency of USA" if the party being served was a government agency, U.S. Attorney, or the Attorney General.



STEP 5 The system will then display the **pdf document** screen.

- To associate a pdf file with this entry, you can either enter the path and filename of the document with the .pdf extension, if you know it, in the **Filename** field, or you can click **Browse...** to find it. If you click **Browse...**, the system will display a **File Upload** screen.
- On this screen, you should click on the down arrow for the **Files of type:** field at the bottom and select "All Files (*.*)" This screen will then show all files, including .pdf files. Then, if the desired file is not displayed, either double-click on any directory or folder icon to go down the directory structure, or click on the "Up One Level" icon, to go up the directory structure.
- Navigate to the directory where the appropriate pdf file is located, then click on it to select it. To make sure you are associating the correct file, you can view the selected file by right-clicking on the filename.
- On this menu, click **Open**. The system will launch the Adobe Acrobat Reader to display the contents of the pdf document. With that you can verify that this is the correct document.
- If this is the correct document, close the Adobe Acrobat Reader by clicking on the **X** in the top right corner, then click **Open** on the File Upload screen. This will return you to the pdf document screen.
- If this is not the correct file, close this window, navigate to a different directory, if necessary, and open another file until you find the correct pdf file.
- If this document has attachments, you would click **Yes** at the bottom. The

system would then let you enter the pdf filenames and descriptions of the attachments.

- Click **Next** to continue.

STEP 6 The system will display the **Party Selection** screen, for you to select the party (defendant) who was served.

- Click on the defendant who was served, then click **Next**.

STEP 7 If the summons was returned executed, the system will display a **Date served and Date answer due** screen.

- On this screen, enter the date the defendant was served the summons in the **Date served:** field, and press **Tab**. The system will enter a proposed answer due date 20 days later in the **Date answer due:** field.

NOTE: There is a separate event for service on the government, which proposes an answer due deadline 60 days from the service date.

Enter date served and date answer is due			
Party	Claim	Date served	Date answer due
Allstate Insurance Company -	Complaint(filed 03/17/2006)	3/20/2006	4/10/2006

STEP 8 The system will display the **Final Docket Text** screen.

- This is your **last chance** to correct any errors in the transaction. If the transaction is NOT correct, click **Back** on your browser to return to the screen where the error was made, fix the error, then proceed again through the transaction.
- If the transaction and the text are correct, click **Next**.

Docket Text: Final Text	
SUMMONS Returned Executed; Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006. (attorney,)	

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

STEP 9 Finally, the system will display the **Notice of Electronic Filing** screen.

- The **Notice of Electronic Filing** is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
- To print a copy of this notice, click **Print**.
- To save a copy of this receipt, click **File**, then **Save As...** on the browser menu.
- When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing of your document. You can select a choice from the ECF Main Menu. For example, you can click on **Civil** to file another document. If you are finished, you should click on **Logout**.

Note: It is the responsibility of the filer to send hard copies of the pleading and Notice of Electronic Filings to attorneys and pro se parties who have indicated they do not have E-Mail accounts established with the Court.