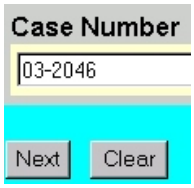
Summons Service Executed

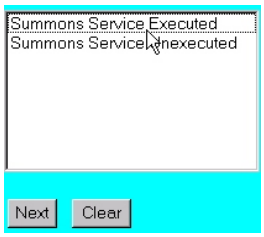
STEP 1 Select **Adversary** from the **Main Menu**, then click on **Summons Service**.

STEP 2 The **Case Number** screen displays.



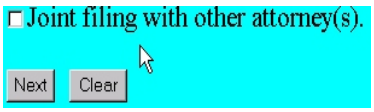
- Enter a **Case Number** and click on the **Next** button.

STEP 3 The following screen displays.



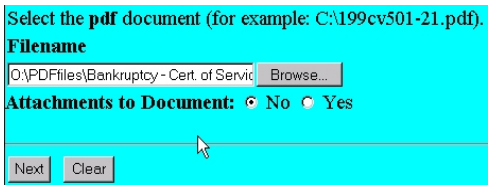
- Click on **Summons Service Executed**.
- Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



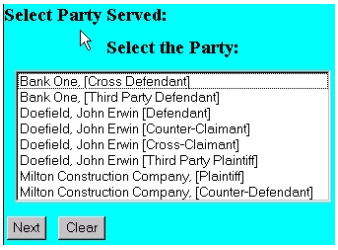
- Click in the joint filing with other attorney if appropriate to add the additional attorney.
- Click on the **Next** button.

STEP 5 The **Select the pdf document** screen displays.



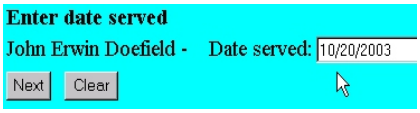
- Type the path and file name in the blank box, or
- Click on the **Browse** button to navigate to the appropriate directory and file.

STEP 6 The **Select the Party Served:** screen displays.



- Click on the name of the party served.
- Click on the **Next** button.

STEP 7 A **Date Served** screen displays.

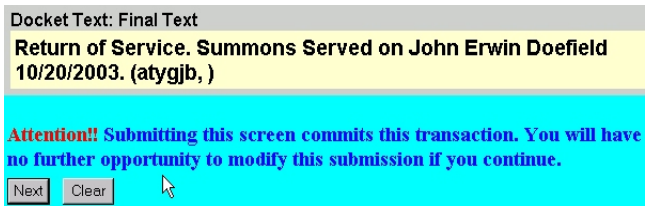


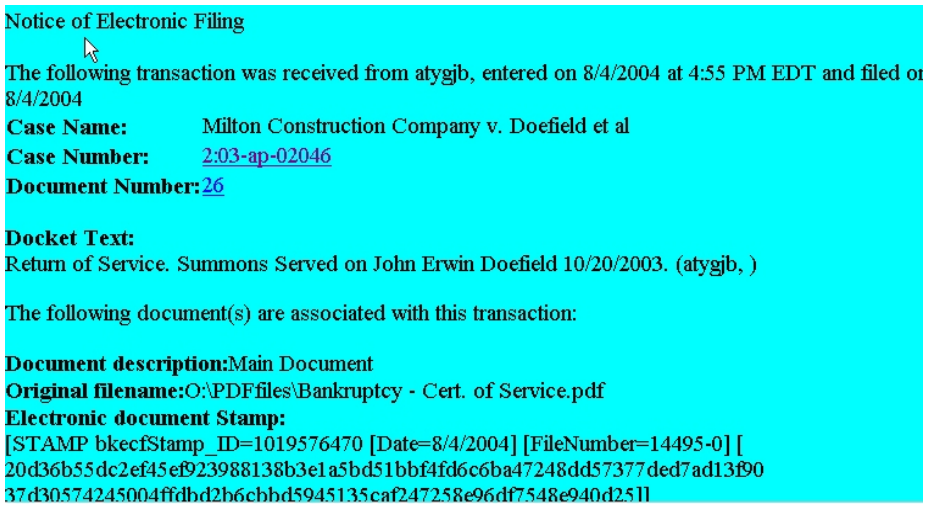
- Type in the date the summons was served.
- Click on the **Next** button.

STEP 8 A **Verification** screen displays. Verify the accuracy of the case name and case number.

- Click on the **Next** button.

STEP 9 The **Docket Text: Final Text** screen displays.



- Verify the *Final Docket* text. If correct, click **Next**.
- If the *Final Docket* text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

STEP 10 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.