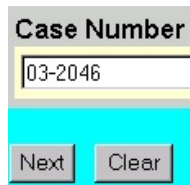


**Summons Service Executed**

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

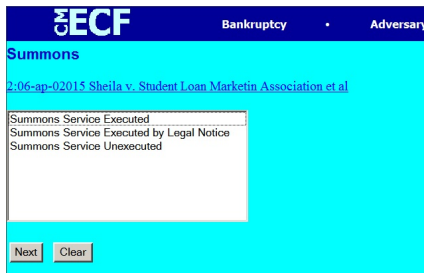


**STEP 2** The **Case Number** screen displays.



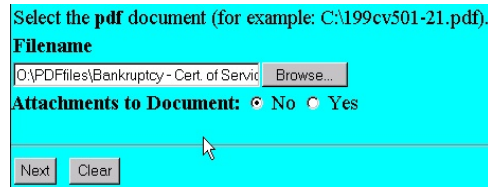
- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The following screen displays.



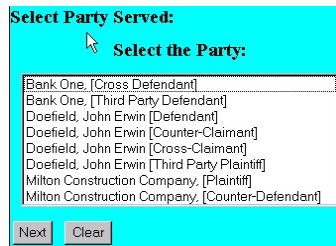
- ◆ Click on **Summons Service Executed**.
- ◆ Click on the **Next** button.

**STEP 4** The **Select the pdf document** screen displays.



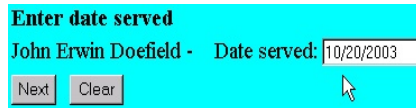
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.

**STEP 5** 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.



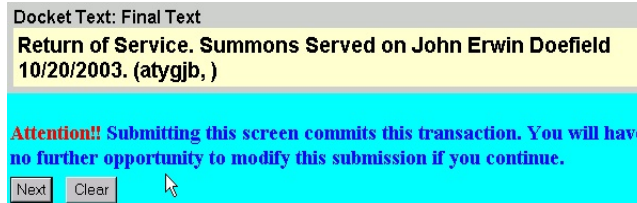
- ◆ Type in the date the summons was served.
- ◆ Click on the **Next** button.

**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.

