

Summons – Adversary Proceedings (Initial Summons)

Docketing Event

Adversary > Miscellaneous > Summons Service Executed

Notes:

- ❖ Use this event when recording service of any summons, including the initial, alias, pluries, or third-party summons. It is very important to use this event and not the certificate of service or proof of service events when docketing the certificate of service for a summons.
 - ❖ Ensure a copy of the summons that was served is included as part of your service PDF when recording service of any summons.
-

Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

Fed. R. Bankr. P. 7003	Fed. R. Civ. P. 5
Fed. R. Bankr. P. 7004	Fed. R. Civ. P. 10
Fed. R. Bankr. P. 7005	Form B2500A
Fed. R. Bankr. P. 7010	Form B2500B
Fed. R. Bankr. P. 9006	Form B2500C
Fed. R. Bankr. P. 9014	Form B2500D
Fed. R. Civ. P. 3	Form B2500F
Fed. R. Civ. P. 4	Local Rule 7001-1

Fee: N/A

Applicable Chapters: 7, 11, 12, 13

Implemented: 2/9/2016

Last Revision: 11/7/2022 2:13:17 PM

Description

After the complaint is docketed and reviewed by the Clerk's Office, the CM/ECF program will automatically create and issue a summons. It is the responsibility of the electronic filer to print the automatically issued summons and serve it according to the Federal Rules of Bankruptcy Procedure. A copy of Local Rule 7001-1 must be served along with the summons. A link to summons issued appears on the docket report and also on the notice of electronic filing.

Click on the document number hyperlink for the summons. It will also include a copy of the court's Local Rule 7001-1 and a blank certificate of service. If the summons is correct, print or save to a file.

- ❖ **Note:** If a form summons is utilized instead of the automatically created and issued summons available on the docket report or notice of electronic filing, it will be necessary to serve a copy of Local Rule 7001-1 along with the summons and copy of the complaint, and service of Local Rule 7001-1 must be noted in the Certificate of Service.
- ❖ **Note:** For adversary proceedings in front of Judges Geyer, Robson, and Vaughan, a pretrial conference is automatically scheduled when the summons is issued. The date is included on the first page of the summons.

Notice of Electronic Filing

The following transaction was received from ADIClerk entered on 02/01/2017 at 2:31 PM EST and filed on 02/01/2017

Case Name: Adams v. Wells Fargo, NA

Case Number: [3:17-ap-00034-JAF](#)

Document Number: [4](#)

Docket Text:

Summons issued on Wells Fargo, NA along with Local Rule 7001-1 - Adversary Proceedings - Procedures. Answer Due 03/03/2017. If one or more defendants are the United States or an officer or agency thereof, add an additional five days to the Answer Due date. A copy of this summons must be included when filing proof of service of this summons. (ADIClerk)

- ❖ **Note:** to non-CM/ECF users and *pro se* parties: promptly upon issuance, the summons, along with a copy of Local Rule 7001-1 will be sent to you by U.S. mail.
- ❖ **Note:** if any updates to the parties or related bankruptcy case information occurs after the issuance of the initial summons, do not use the automatic summons. An alias summons will need to be requested.