

Summons – Involuntary Summons

Docketing Event

- Bankruptcy > Request a Summons > Request for Third Party or Involuntary Summons
- Bankruptcy > Miscellaneous > Request for Third Party or Involuntary Summons
- Bankruptcy > Miscellaneous > Involuntary Summons Service Executed
- Bankruptcy > Miscellaneous > Involuntary Summons Service Unexecuted

Notes:

- ❖ Use the Involuntary Summons Service Executed 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.
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Negative Notice: N/A

Accompanying Orders: N/A

Code and Rule References:

[11 U.S.C. § 303](#)

[Fed. R. Bankr. P. 1010](#)

[Fed. R. Bankr. P. 1003](#)

[Fed. R. Bankr. P. 7004](#)

[Fed. R. Bankr. P. 1004](#)

[Form B2500E](#)

Fee: N/A

Applicable Chapters: 7, 11

Implemented: 2/9/2016

Last Revision: 10/23/2019 9:03:56 AM

Description

The process for requesting an involuntary summons is similar to the alias/pluries summons with one important distinction: for this type of summons, a completed summons form must be submitted during the entry. Summons forms can be found on our website at <http://www.flmb.uscourts.gov/forms/>. It is only necessary to provide one form for issuance.

A message screen during docketing will remind you that a form is necessary and that the event is not to be used for alias or pluries summons. When prompted, indicate an involuntary summons is requested. The involuntary summons must be issued by Clerk's Office staff and is not processed via automation. Upon review of the request, a member of the Clerk's Office staff will issue the summons. Attorneys will be notified of the summons issuance entry through their usual manner of electronic notification (individual or daily summary emails). It may also be viewed on the docket by clicking the document link for the image. A copy of the involuntary petition must be served along with the summons and service of the involuntary petition must be noted in the Certificate of Service.

- ❖ **Note:** PACER charges may apply if viewed from the docket as opposed to viewing the electronic notification, which provides a "free look."