

**REQUEST TO CLERK TO ISSUE SUMMONS
(In An Adversary Proceeding)**

- ▶ Obtain the pre-trial hearing date/time/location information from the appropriate calendar clerk.
- ▶ Complete a separate summons for each defendant named in the complaint and save as a pdf file. The .pdf of your summons should have all information completed prior to filing your Request To Clerk To Issue Summons. Access “Forms” at our website: www.gamb.uscourts.gov for the fillable form - Summons and Notice of Pretrial Conference in an Adversary Proceeding.

Please choose one of the following methods to prepare and save your summons form:

- Method 1.** Prepare and save a separate .pdf of a summons for each defendant and make a separate “Request To Clerk to Issue Summons” docket entry for each defendant by following the instructions outlined on pages 3 - 8.
- Method 2.** Prepare and save a separate .pdf of a summons for each defendant. Make one “Request To Clerk to Issue Summons” docket entry regardless of the number of defendants by using the “Attachments to Document” feature described on page 6. (See Step 6, Method 2)
- Method 3.** Prepare and save a separate .pdf of a summons for each defendant. Combine the completed separate summons forms for each defendant into one .pdf file, then docket the “Request to Clerk To Issue Summons” one time following the instructions outlined on pages 3 - 8.

NOTE: It is important to properly save your completed Summons form. *Do NOT use the “File, Save As” or “File, Save” options. Using these options will result in an error message and will prohibit you from uploading the document to the CMECF system.*

See page 2 for instructions on saving your completed summons form.

Saving Your Completed Summons As A PDF

- ▶ Click Print Form
- ▶ Change your printer name to Adobe pdf
- ▶ Click on the Advanced Tab at the bottom of the print box - Make sure the “print as image” box is checked.
- ▶ Click OK
- ▶ Click OK
- ▶ Name your file - Select a directory and file in which to save your document
- ▶ Click Save
- ▶ Complete the steps above for each separate summons form

OR follow the steps below if you prefer to combine multiple summons forms into one pdf file:

How to Combine The PDF of Multiple Summons Forms

After saving the pdf file as noted above:

- ▶ While in Adobe Acrobat, click File
- ▶ Click: Combine, Merge Files into a single pdf
- ▶ Add Files (the current pdf file will already be listed)
- ▶ Browse - hold your control key down to select the additional files to be combined
- ▶ Click add files
- ▶ Move files up or down to rearrange order if necessary
- ▶ Click Combine Files
- ▶ Name your file - Select a directory and file in which to save your document
- ▶ Click save

NOTE: The above steps may be used anytime you wish to combine multiple files.

The procedures below describe the steps and screens required for you to file a **Request To Clerk To Issue Summons in an adversary proceeding.**

Step1 - Click on the Adversary hyperlink on the blue CM/ECF Main Menu Bar.



Step 2 - The ADVERSARY EVENTS screen displays.

Adversary Events

[Answers...](#)
[Complaint & Summons](#)
[Motions](#)
[Notices](#)
[Open an AP Case](#)
[Open an MP Case](#)
[Other](#)
[Order Upload](#)

Click on the **Other** hyperlink.

For further information on each of these categories, click the (?) icon.

Step 3 - The CASE NUMBER screen displays.

AP Miscellaneous

Case Number

13-5001 Find This Case

Next Clear

Enter the appropriate adversary case number.

Click the [Next] button.

Step 4 - The EVENTS screen displays.

AP Miscellaneous

[13-05001 Beil v. SCM, Inc.](#)

Available Events (click to select an event)	Selected Event
Letter	Request to Clerk to Issue Summons
Notice of Appearance and Request for Notice	
Notice of Withdrawal	
Presumption or Suggestion of Death	
Request for Certified Pleading	
Request for Redaction of Pleading	
Request to Clerk to Enter Default	
Request to Clerk to Issue Summons	
Request to Issue FiFa	
Request to Transcriber for Redacted Transcript	
Sealed Document (This event is NOT viewable by the public)	
Statement of Uncontested Facts	
Stipulation	
Stipulation (Pre-Trial)	
Trustee's Response to Fees Due	

Select “Request to Clerk to Issue Summons” from the list of events.

Click the [Next] button.

NOTE: You can type the first letter: (R for Request) and the highlight bar will immediately select the first entry beginning with the letter R. Alternatively, you can type a key word into the search field. The program reduces the list of available events to those events that match your search criteria. You may search by a word fragment. The key word may be anywhere in the event name. The search is not case sensitive.

Step 5 - The SELECT PARTY screen displays.

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

Select the Party:

Beil, Jacob [Plaintiff]	Add/Create New Party
SCM, Inc., [Defendant]	

Select the party you represent from the list.

If you prepared and saved the summons using Method 1:

A. Choose only one defendant at this screen and complete the procedures in this module for each defendant in the complaint, or

If you prepared and saved the summons using Method 2 or Method 3

B. Choose all defendants at this screen by clicking to highlight the first defendant, hold the control key down, then click to highlight the remaining defendant(s)

Click the [Next] button.

AN INFORMATIONAL MESSAGE APPEARS notifying you of the party association resulting from this filing. Read the message and proceed appropriately.

[13-05001 Beil v. SCM, Inc.](#)

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

SCM, Inc., (pty:df) represented by Potter, Robert (aty)

Click [Next]

Step 6 - The PDF ATTACHMENT screen appears.

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

Filename

N:\MyFiles\CMECF TRAINING DOCUM

Attachments to Document: No Yes

Attach the .pdf file of your summons using one of the methods described below. The pdf selection should correspond with the method used to prepare and save the .pdf file of your summons form (See page 1).

Method 1

Browse to select the .pdf file to associate with this event. After completing steps 1 - 11 in this module, repeat the procedure for each defendant named in the complaint.

Method 2

Browse to select the .pdf file of the first summons to associate with this event. After your selection, then click the “Yes” radio button near “Attachments to Document.” Browse for an additional .pdf file. Continue this process until you have added the separate completed summons form for each defendant.

Method 3

Browse to select the pdf file of the combined separate summons forms to associate with this event. Leave the defaulted “No” selection for “Attachments to Document” as it is.

Step 7 - The next screen reminds you that all information on the summons form should be completed prior to filing the Request To Clerk To Issue Summons and that you must complete an individual summons for each defendant.

If you haven’t done so already, contact the calendar clerk to obtain pre-trial hearing information. All information on the summons should be completed prior to filing this Request To Clerk To Issue Summons.

After selecting your pdf file, the following INFORMATIONAL MESSAGE appears.

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

BEFORE DOCKETING THIS EVENT, COMPLETE SUMMONS WITH HEARING INFORMATION.

YOU MUST COMPLETE AN INDIVIDUAL SUMMONS FOR EACH DEFENDANT.

Click the [Next] button to proceed.

Step 8 - The HEARING INFORMATION screen appears.

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

Enter date of pre trial hearing

Enter time of pre trial hearing

Enter location of pre trial hearing. For example: Macon Courtroom A or Valdosta Courtroom.

Enter name of Defendant(s)

In the fields provided, enter the information requested, then click the [Next] button.

Step 9 - The VERIFICATION screen appears.

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

Confirm the case name and case number. Click the [Next] button if correct.

Step 10 - The FINAL TEXT screen appears.

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

Docket Text: Final Text

Request to Clerk to Issue Summons. Pre trial conference to be held on August 13, 2014, time: 9:30 A.M., location: Macon Courtroom A, Defendant: SCM, Inc. filed by Defendant SCM, Inc. (Potter, Robert)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next

Clear

Verify the accuracy of the final docket text. If incorrect, click the [Back] browser to go back to make corrections. You may click on any heading on the blue CM/ECF Main Menu Bar to start over.

If correct, click the [Next] button.

Step 11 - The Notice of Electronic Filing Screen appears:

AP Miscellaneous:

[13-05001 Beil v. SCM, Inc.](#)

U.S. Bankruptcy Court

Middle District of Georgia

Notice of Electronic Filing

The following transaction was received from Robert Potter entered on 10/31/2013 at 11:23 AM EDT and filed on 10/31/2013

Case Name: Beil v. SCM, Inc.

Case Number: [13-05001](#)

Document Number: [2](#)

Docket Text:

Request to Clerk to Issue Summons. Pre trial conference to be held on August 13, 2014, time: 9:30 A.M., location: Macon Courtroom A, Defendant: SCM, Inc. filed by Defendant SCM, Inc. (Potter, Robert)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:Mobile_Query.pdf

Electronic document Stamp:

[STAMP bkecfStamp_ID=970768733 [Date=10/31/2013] [FileNumber=58665-0]
[055177969a7cf0cec6f597370ad81633533ebdc5a976826c20948963c4fd27a319f3c
389b97e571b1e9ad5716b56f1288c10be6bc0237aa55e9911686315d654]]

*Once the Court receives and verifies that the information on the summons matches the information contained on the complaint, we will electronically issue all summons forms that have been submitted.

When you receive electronic notification from the Court that the summons has been issued, the attorney for the plaintiff will print the summons form and serve the summons and complaint upon the named defendant(s) in the complaint.

After the complaint and summons has been served, the attorney for plaintiff will file a Certificate of Service. To do so:

- ▶ Create and Save the .pdf file of the Certificate of Service
- ▶ Click on the Adversary heading from the blue CM/ECF Main Menu bar
- ▶ Choose the Complaint/Summons Category
- ▶ Select and docket the “Certificate of Service of Summons” event.