Civil Returns of Service Electronically Filed by Attorneys

Step 1

After you have logged in to CM/ECF, select *Civil* on the ECF main menu. The system will display the Civil Events screen. Select *Service of Process* in the *Initial Pleadings and Service* section.

Initial Pleadings and Service
Complaints, Other Initiating Documents
Answers to Complaints
Other Answers
Amended Complaints and Other Documents
Service of Process

Step 2

The system will display the Service of Process selection screen. Here you select the specific event you are docketing, such as *Summons Returned Executed, Summons Returned Unexecuted, Waiver of Service Executed, Waiver of Service Unexecuted, Certificate of Compliance or Certificate Reporting Service.* For this lesson, we will select Summons Returned Executed.

Available Events (click to select events)
Acknowledgment of Service
Affidavit of Service
Certificate of Compliance
Certificate Reporting Service
Certificate of Service
Proposed Summons
Request for Waiver of Service
Service by Publication
Summons Returned Executed ◄
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service
Waiver of Service unexecuted

Note: Be sure to select Summons Returned Executed as to USA if the party being served is a government agency such as U.S. Attorney or Attorney General.

Step 3

The system will display the Case Number screen for you to enter the case in which the summons was issued. The number of the last case accessed will be displayed. If this is the correct case, click *Next*. If it is not, enter the correct case number then *Next*.

Service of Process

Civil Case Number

1:06-cv-2

Next   Clear

Step 4

The system will display the **pdf document** screen. Click *Browse* to display the **File Upload** screen and attach your pdf documents by clicking **Open**, then *Next*. If you are filing multiple summonses, scan them in as one document.

Date document filed (mandatory)

2/12/2019   Calendar

Select the pdf document and any attachments.

Main Document

Browse...

Attachments

1.   Browse...

Next   Clear

Step 5

The system will display the *Select the Party* screen for you to select the filer, then *Next*.

Step 6

The system will display the *Party Served* screen for you to select the party(ies) (defendant) who was served. If multiple defendants were served, hold down the *Control Button* and select all parties served, then *Next*.

Step 7

If the summons was returned executed, the system will display a *Date Served* and *Date Answer Due* screen. On this screen, enter the date the defendant was served in the *Date Served* field, and press *Tab*. The system will automatically generate a proposed answer due date (21 days from the service date) in the *Date Answer Due* field. When filing *Summons Returned Unexecuted*, this screen will not appear.

Enter date served and date answer is due

Party	Claim	Date served	Date answer due
Allstate Insurance Company - Complaint(filed 03/17/2006)		3/20/2006	4/10/2006

Next   Clear

Note: There is a separate event for service on government agencies, which proposes an answer due deadline 60 days from the service date.

Step 8

The system will display the final docket text screen and chance to correct any errors in this transaction. If the transaction and the text are correct, click *Next*.

Service of Process:
1:06-cv-00002-CMH-TCB Toloza et al v. Allstate Insurance Company

```
SUMMONS Returned Executed  by Lidia Toloza, Alfredo Toloza as to Allstate
Insurance Company served on 3/20/2006, answer due 4/10/2006



(ldab, )
```

Next   Clear

Step 9

Pressing the Next button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. If the transaction is **not** correct, click **Back** on your browser and make the necessary changes. If the transaction and text are correct, then *Next* to receive a NEF.

Service of Process:
1:06-cv-00002-CMH-TCB Toloza et al v. Allstate Insurance Company

Docket Text: Final Text
SUMMONS Returned Executed by Lidia Toloza, Alfredo Toloza as to Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006 (ldab,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
C:\Users\ldabbene\Desktop\Mailing Label.pdf   pages: 1

[Next] [Clear]

Step 10

The system will display the Notice of Electronic Filing (NEF) screen. The NEF is verification that the filing has been filed and sent to all filing users.

Service of Process:
1:06-cv-00002-CMH-TCB Toloza et al v. Allstate Insurance Company

Notice of Electronic Filing

The following transaction was entered on 2/12/2019 at 9:57 AM CST and filed on 2/12/2019
Case Name: Toloza et al v. Allstate Insurance Company
Case Number: 1:06-cv-00002-CMH-TCB
Filer: Lidia Toloza
                     Alfredo Toloza
Document Number: 4

Docket Text:
SUMMONS Returned Executed by Lidia Toloza, Alfredo Toloza as to Allstate Ins

1:06-cv-00002-CMH-TCB Notice has been electronically mailed to:

Ted Tunney   gvdubmom@aol.com

Note: It is the responsibility of the filing user to send paper copies of pleadings and NEF to any non-filing user.