

## FILING SERVICE OF PROCESS DOCUMENTS

To file a **summons returned executed**, the document must be converted to a PDF document. If necessary, scan the back of the summons and the certified mail return receipt card “green card” and convert into one PDF document.



These instructions are for e-filing a **summons returned executed** only. Certificates of service for other pleadings, such as motions and responses, should be included as the last page of the pleading when they are e-filed.

## INSTRUCTIONS

- Step 1:** Click on **Service of Process** under the Initial Pleadings and Service category.
- Step 2:** Select the event **Certificate of Service/Summons Returned Executed** and click **Next**. Enter the case number then click **Next**.
- Step 3:** Review the notice. If the document is a summons that was properly served, click **Browse** to upload the PDF file.



If the document is not a summons returned executed, **do not use this event.**

**NOTICE:** This event should only be used if the party was served with a summons in accordance with Fed. R. Civ. P. 4.

Date document filed (mandatory)

1/30/2020 x Calendar

Select the pdf document and any attachments.

Main Document

Browse...

**Step 4:** If the party served was the U.S. Government or an agency, department or official of the U.S. Government, type **Y**. If not, type **N**.

Is the party served the U.S. Government, or an agency, department or official of the U.S. Government Y/N?

**Step 5:** Select the party that was served with the summons.

**Step 6:** Enter the date the party **was served**, not the date the summons was issued. The “**Date answer due**” field will automatically populate. Click **Next**.

**Step 7:** Review the final docket text and click **Next** to complete the filing.

Docket Text: Final Text  
CERTIFICATE of Service/Summons Returned Executed. Herman Haisma served on 2/6/2020, answer due 2/27/2020. (Sabatino, Sheila)

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

*Source Document Path (for confirmation only):*  
C:\fakepath\19-13701.pdf pages: 2