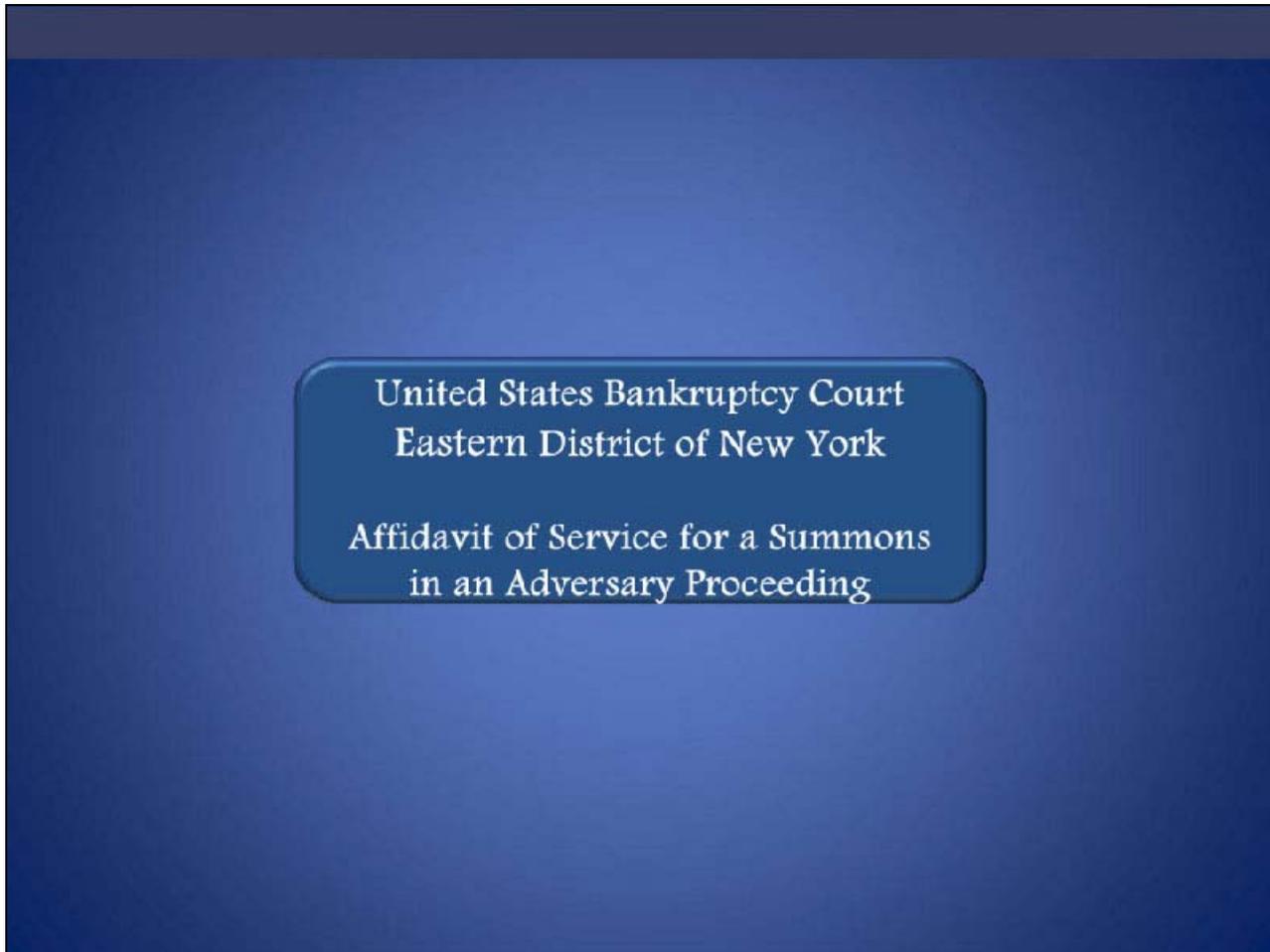


Affidavit of Service for a Summons in an Adversary Proceeding

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Affidavit of Service for a Summons in an Adversary Proceeding.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen,  Table of Contents
Or
The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

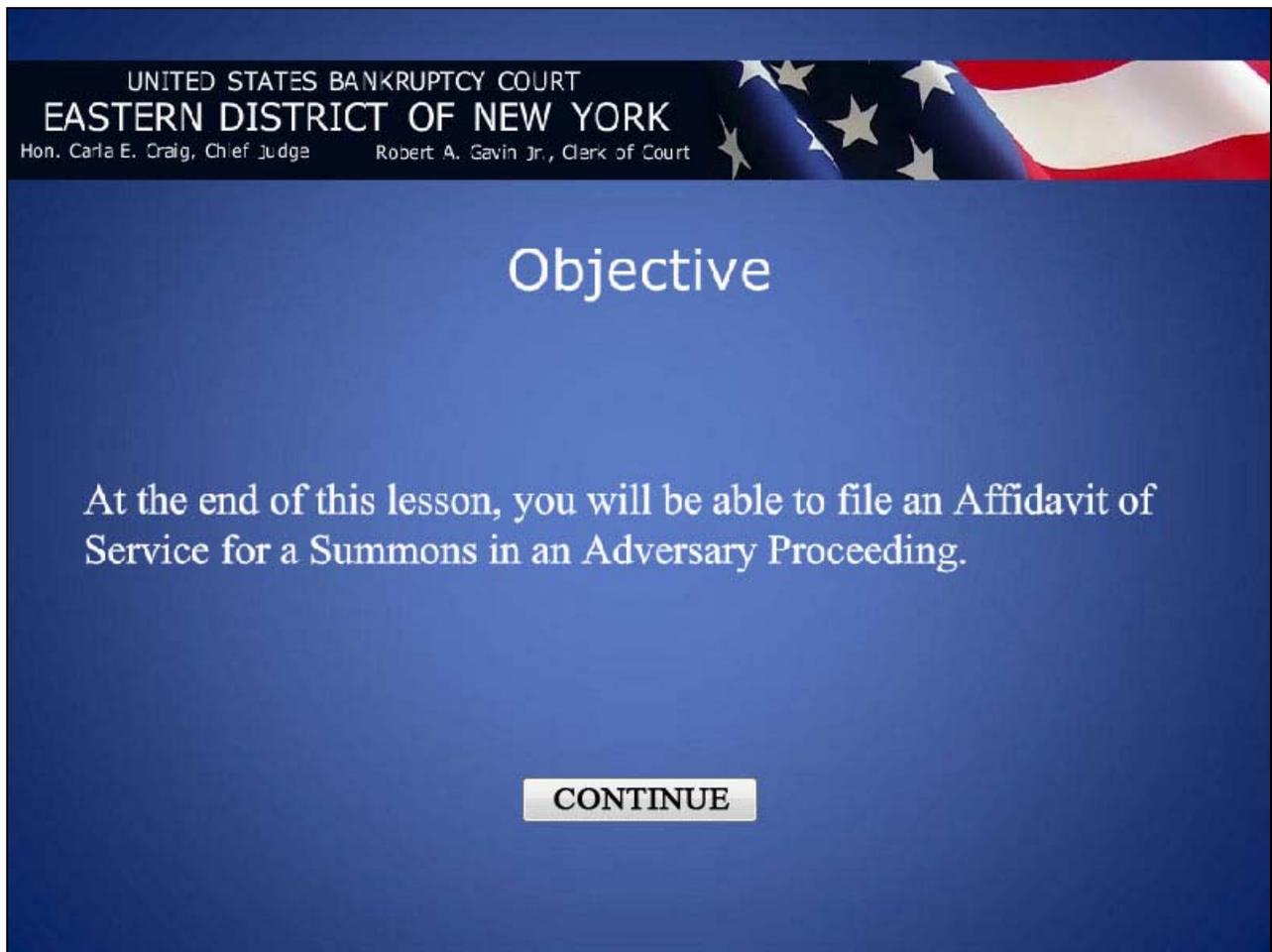
Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select START when you are ready to begin.

START

Slide 3 - Objective



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Objective

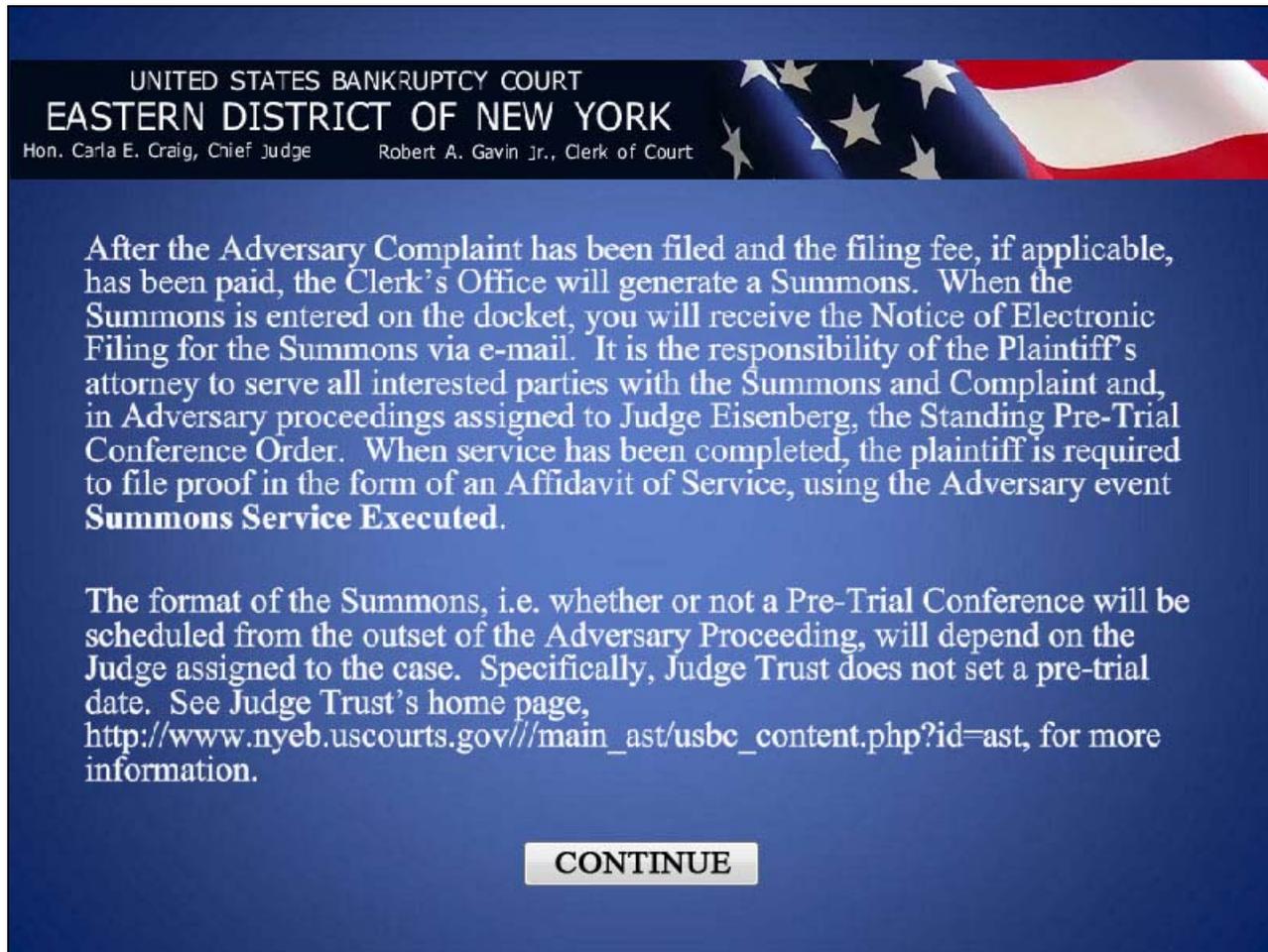
At the end of this lesson, you will be able to file an Affidavit of Service for a Summons in an Adversary Proceeding.

CONTINUE

The slide features a dark blue background with a white American flag graphic on the right side. The text is white and centered. A white button with the word 'CONTINUE' is located at the bottom center.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 4 - Introduction

The slide features a dark blue background with a white American flag graphic on the right side. At the top left, the text reads "UNITED STATES BANKRUPTCY COURT" and "EASTERN DISTRICT OF NEW YORK" in white, with "Hon. Carla E. Craig, Chief Judge" and "Robert A. Gavin Jr., Clerk of Court" listed below. The main body of the slide contains two paragraphs of white text. The first paragraph explains the process of generating a summons and the plaintiff's responsibility to serve it, including the requirement to file an affidavit of service. The second paragraph discusses how the format of the summons (whether a pre-trial conference is scheduled) depends on the judge assigned to the case, providing a URL for more information. At the bottom center, there is a white button with the word "CONTINUE" in blue capital letters.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

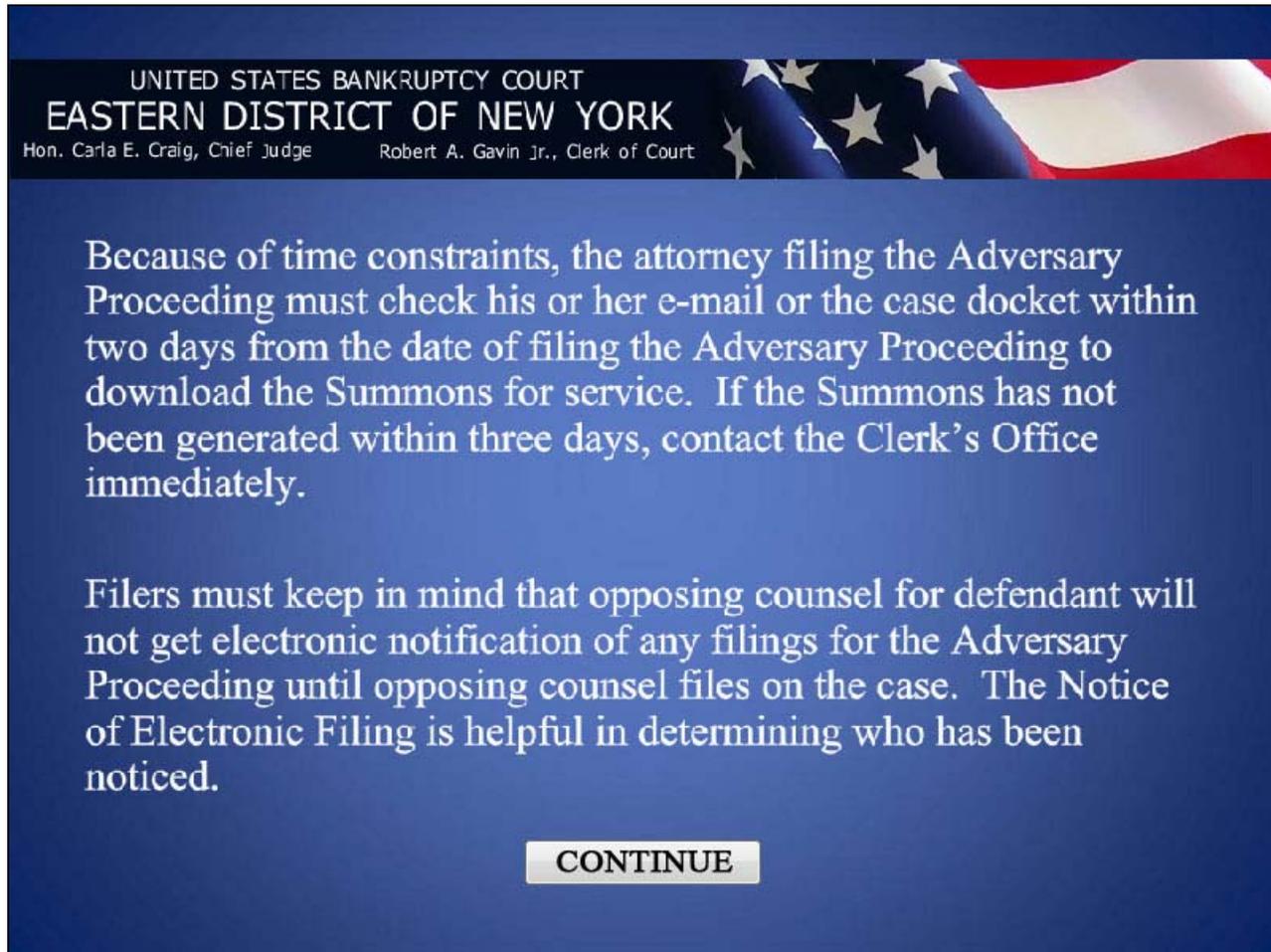
After the Adversary Complaint has been filed and the filing fee, if applicable, has been paid, the Clerk's Office will generate a Summons. When the Summons is entered on the docket, you will receive the Notice of Electronic Filing for the Summons via e-mail. It is the responsibility of the Plaintiff's attorney to serve all interested parties with the Summons and Complaint and, in Adversary proceedings assigned to Judge Eisenberg, the Standing Pre-Trial Conference Order. When service has been completed, the plaintiff is required to file proof in the form of an Affidavit of Service, using the Adversary event **Summons Service Executed**.

The format of the Summons, i.e. whether or not a Pre-Trial Conference will be scheduled from the outset of the Adversary Proceeding, will depend on the Judge assigned to the case. Specifically, Judge Trust does not set a pre-trial date. See Judge Trust's home page, http://www.nyeb.uscourts.gov///main_ast/usbc_content.php?id=ast, for more information.

CONTINUE

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 5 - Introduction

The slide features a dark blue background with a white American flag graphic on the right side. At the top left, the text reads "UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF NEW YORK" in white, with "Hon. Carla E. Craig, Chief Judge" and "Robert A. Gavin Jr., Clerk of Court" listed below. The main body of the slide contains two paragraphs of white text. At the bottom center, there is a white rectangular button with the word "CONTINUE" in black capital letters.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Because of time constraints, the attorney filing the Adversary Proceeding must check his or her e-mail or the case docket within two days from the date of filing the Adversary Proceeding to download the Summons for service. If the Summons has not been generated within three days, contact the Clerk's Office immediately.

Filers must keep in mind that opposing counsel for defendant will not get electronic notification of any filings for the Adversary Proceeding until opposing counsel files on the case. The Notice of Electronic Filing is helpful in determining who has been noticed.

CONTINUE

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 6 - ECF Main Menu



ECF Bankruptcy **Adversary** Query Reports Utilities Search Logout

Select Adversary

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18USC 152 and 2571.

After successfully logging in to CM/ECF, select **Adversary**.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 7 - Adversary Events

ECF Bankruptcy Adversary Query Reports Utilities Search Logout ?

Adversary Events

- [Answers/Response](#)
- [Complaint & Summons](#)
- [Motions/Applications/Presentments](#)
- [Notices](#)
- [Open an AP Case](#)
- [Upload Proposed Order](#)

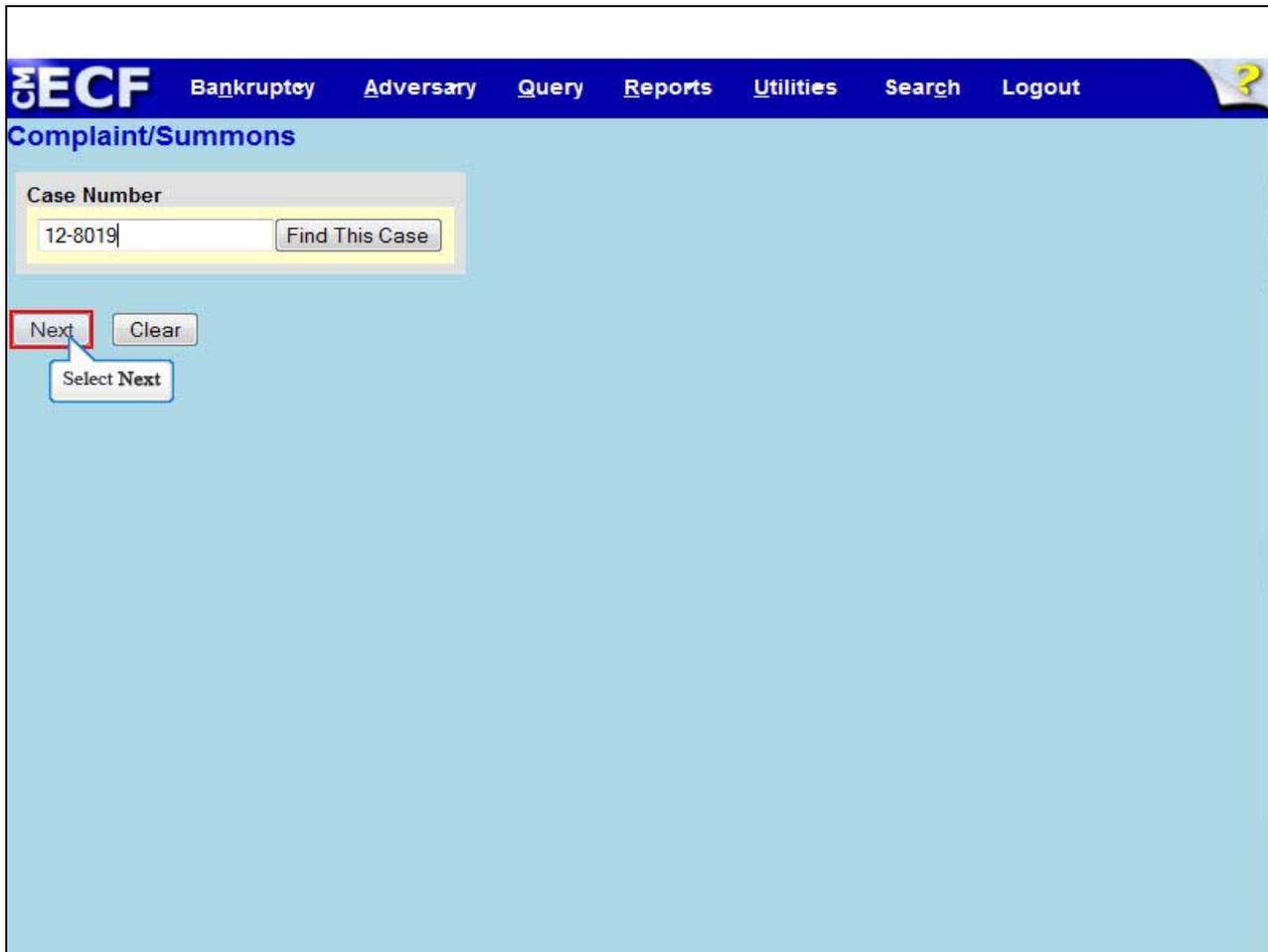
Select Complaint & Summons

<https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?cmp>

From the list of **Adversary Events**, select **Complaint & Summons**.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 8 - Enter case number

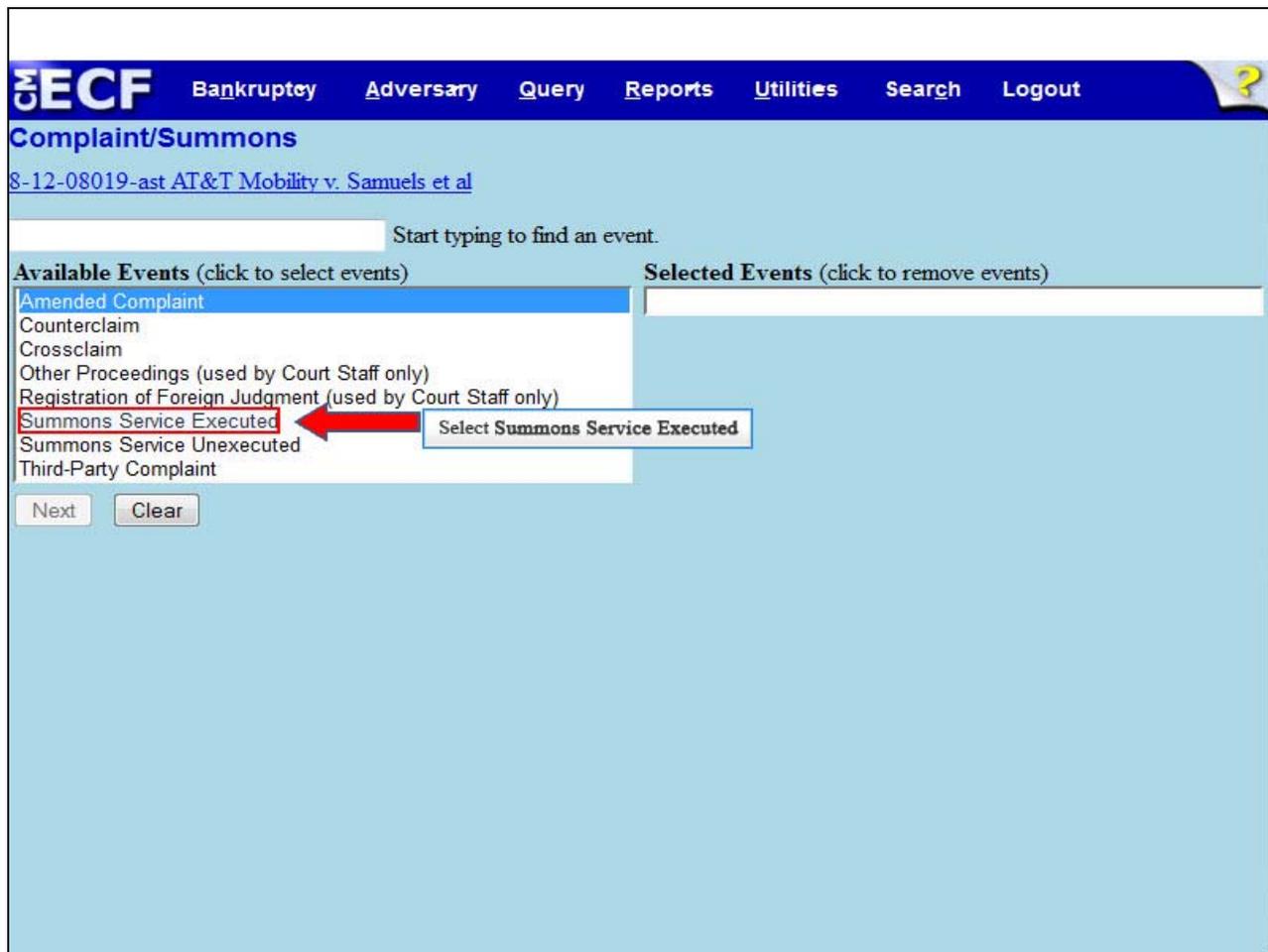


The screenshot shows the ECF (Electronic Case Filing) interface for a Complaint/Summons. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Complaint/Summons". Below this, there is a "Case Number" field containing the text "12-8019" and a "Find This Case" button. Below the search field, there are three buttons: "Next", "Clear", and "Select Next". The "Next" button is highlighted with a red border, and a blue callout box with the text "Select Next" points to it.

Enter your Adversary **Case Number**, and select **Next** to continue.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 9 - Available Events



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons" and the case number is "8-12-08019-ast AT&T Mobility v. Samuels et al". A search bar is present with the placeholder text "Start typing to find an event." Below the search bar, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Amended Complaint, Counterclaim, Crossclaim, Other Proceedings (used by Court Staff only), Registration of Foreign Judgment (used by Court Staff only), Summons Service Executed, Summons Service Unexecuted, and Third-Party Complaint. The "Summons Service Executed" option is highlighted with a red box, and a red arrow points to it from a tooltip box that says "Select Summons Service Executed". At the bottom of the "Available Events" list, there are "Next" and "Clear" buttons.

From the list of **Available Events**, select **Summons Service Executed**.

Affidavit of Service for a Summons in an Adversary Proceeding

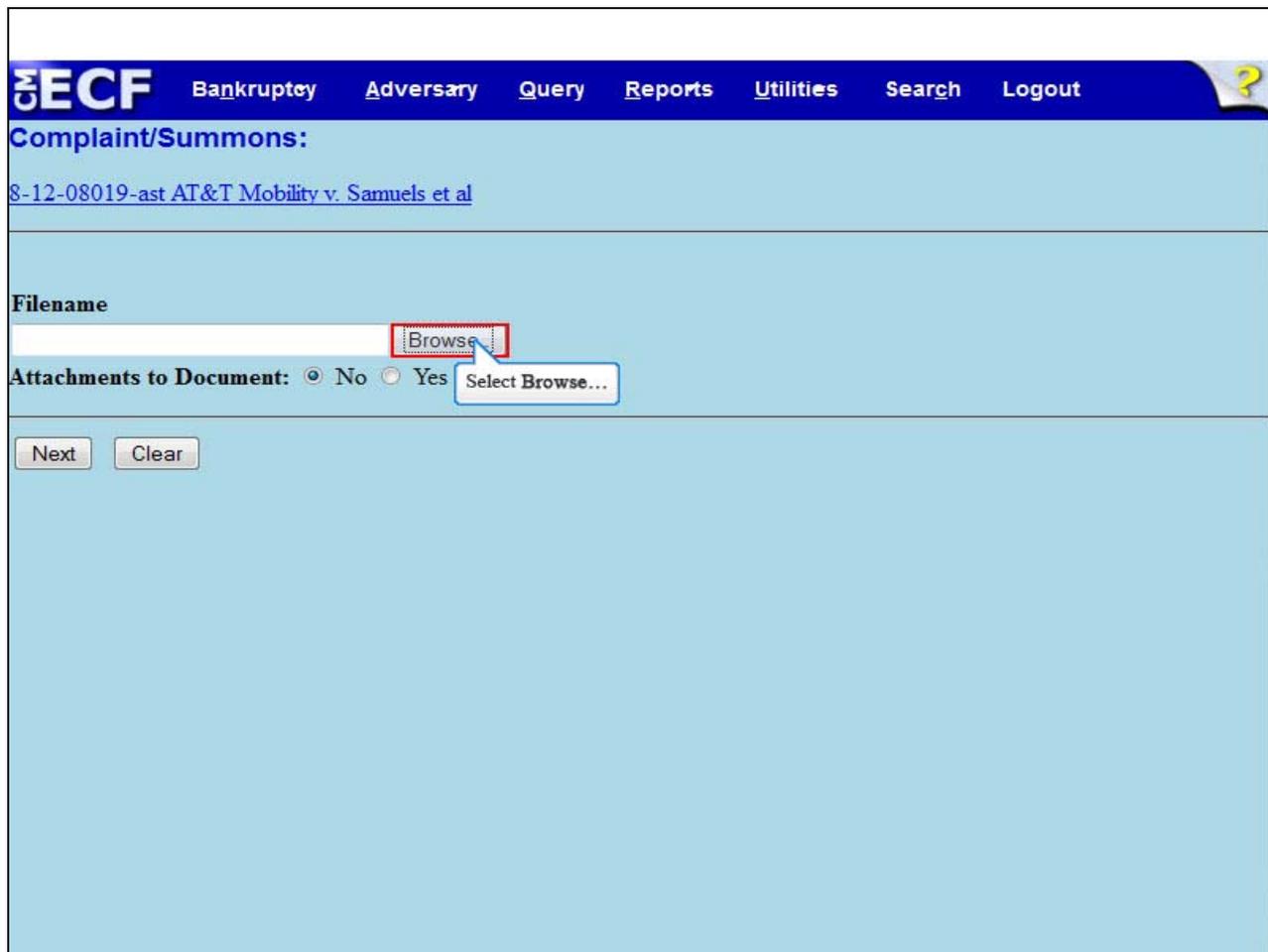
Slide 10 – Available Events Cont'd

The screenshot shows the ECF system interface for a Complaint/Summons. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled 'Complaint/Summons' and shows the case number '8-12-08019-ast AT&T Mobility v. Samuels et al'. Below this is a search bar with the instruction 'Start typing to find another event. Hold down Ctrl to add additional items.' The 'Available Events' section lists several options, with 'Summons Service Executed' highlighted in blue. The 'Selected Events' section shows 'Summons Service Executed' has been added. At the bottom left, there are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red box, and a tooltip 'Select Next' is visible over it.

The event **Summons Service Executed** appears in the **Selected Events** box to the right of the screen. Make sure the event in the **Selected Events** box is correct as this event will be uploaded to the ECF system. Select **Next** to continue.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 11 - Browse for Affidavit of Service



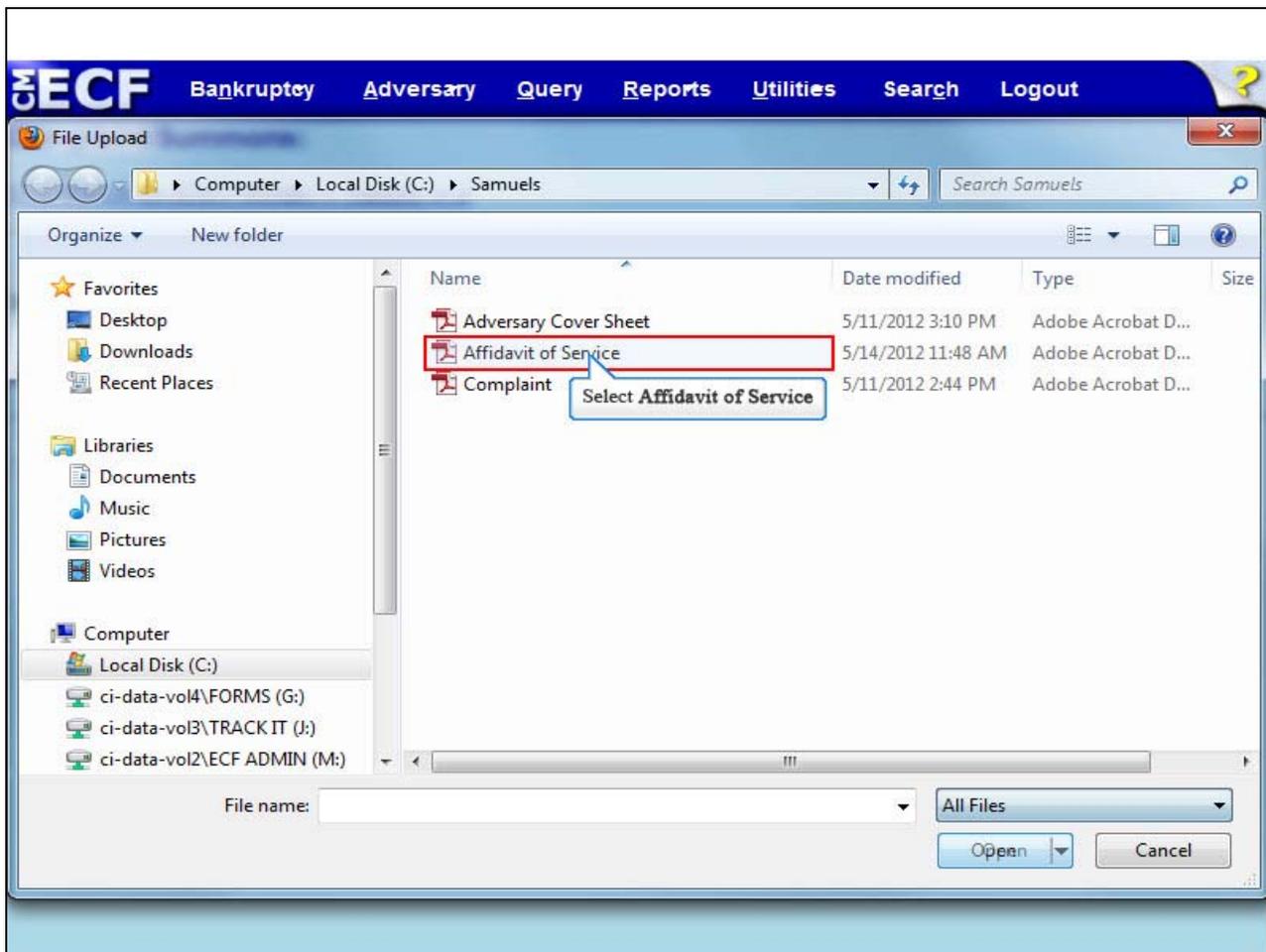
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case number "8-12-08019-ast AT&T Mobility v. Samuels et al". The main content area contains a "Filename" input field, a "Browse..." button, and a "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes", and a "Select Browse..." button. At the bottom of the form, there are "Next" and "Clear" buttons.

Select **Browse...** to upload the Affidavit/Certificate of Service for the Summons and Complaint.

TIP: The Affidavit of Service must list all documents being served.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 12 – File Upload

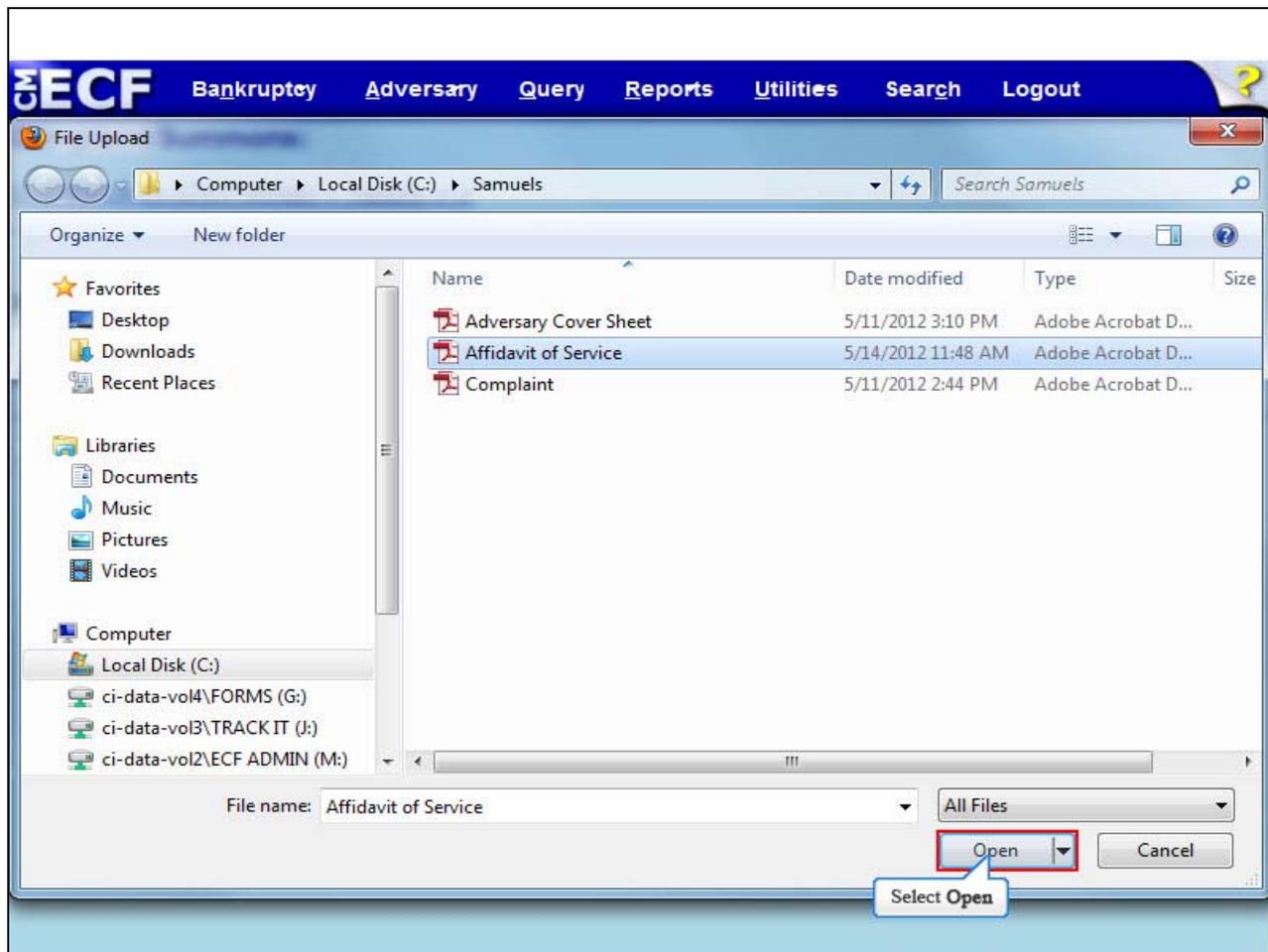


Select the **Affidavit of Service**.

It is strongly recommended that you first right click to open and view the file that is being attached to confirm that it is the correct document being uploaded.

Affidavit of Service for a Summons in an Adversary Proceeding

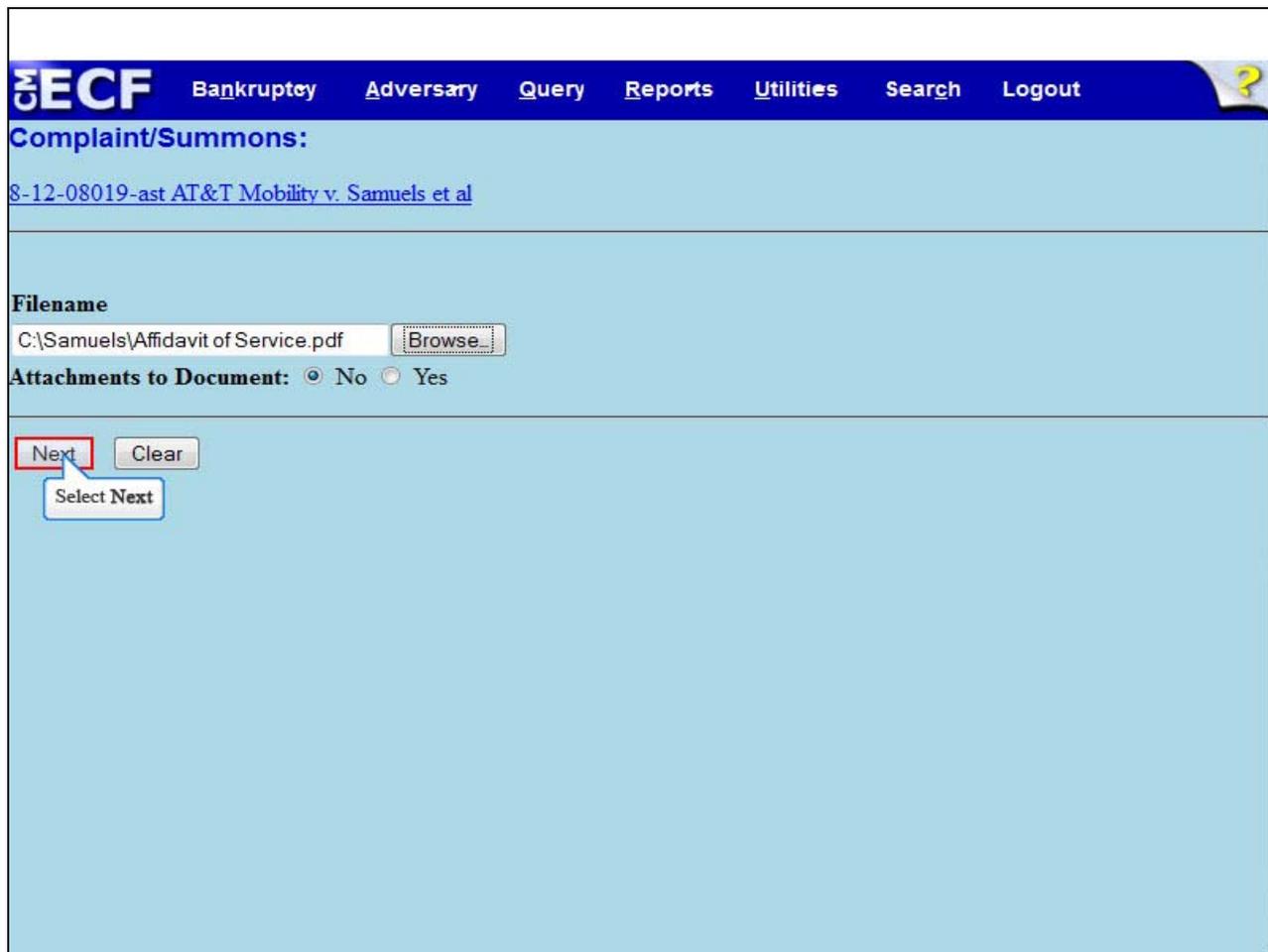
Slide 13 – File Upload (Cont'd)



Select **Open** to upload the Affidavit of Service.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 14 - Filename



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case name "8-12-08019-ast AT&T Mobility v. Samuels et al". The main content area is light blue and contains a "Filename" section with a text input field containing "C:\Samuels\Affidavit of Service.pdf" and a "Browse..." button. Below this is an "Attachments to Document:" section with radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are "Next" and "Clear" buttons. A red box highlights the "Next" button, and a blue callout box with the text "Select Next" points to it.

The file name appears in the **Filename** box. Select **Next** to continue.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 15 – Summons Served on Parties

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case number "8-12-08019-ast AT&T Mobility v. Samuels et al". The main content area is titled "Summons Served" and contains the instruction "Select the party served." Below this, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing three options: "AT&T Mobility, [Plaintiff]", "Samuels, Frank [Defendant]", and "Samuels, Merideth [Defendant]". A red arrow points to the "Samuels, Frank [Defendant]" option, and a callout box labeled "Select the Defendants" points to it. To the right of the dropdown menu, there is a link "Add/Create New Party". Below the dropdown menu, there are two buttons: "Next" and "Clear". A callout box labeled "Select Next" points to the "Next" button.

Select the party or parties upon whom the Summons was served. Select the Defendants, and then select **Next** to continue.

TIP: To select multiple parties, select the first party and then hold down the **Ctrl** key on the keyboard while selecting the other parties.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 16 - Date Summons Served

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the following links: **ECF**, [Bankruptcy](#), [Adversary](#), [Query](#), [Reports](#), [Utilities](#), [Search](#), and [Logout](#). A yellow question mark icon is visible in the top right corner of the navigation bar.

Below the navigation bar, the page title is **Complaint/Summons:**. Underneath, the case name is displayed: [8-12-08019-ast AT&T Mobility v. Samuels et al](#).

The main section is titled **Enter date served**. It contains two rows of input fields:

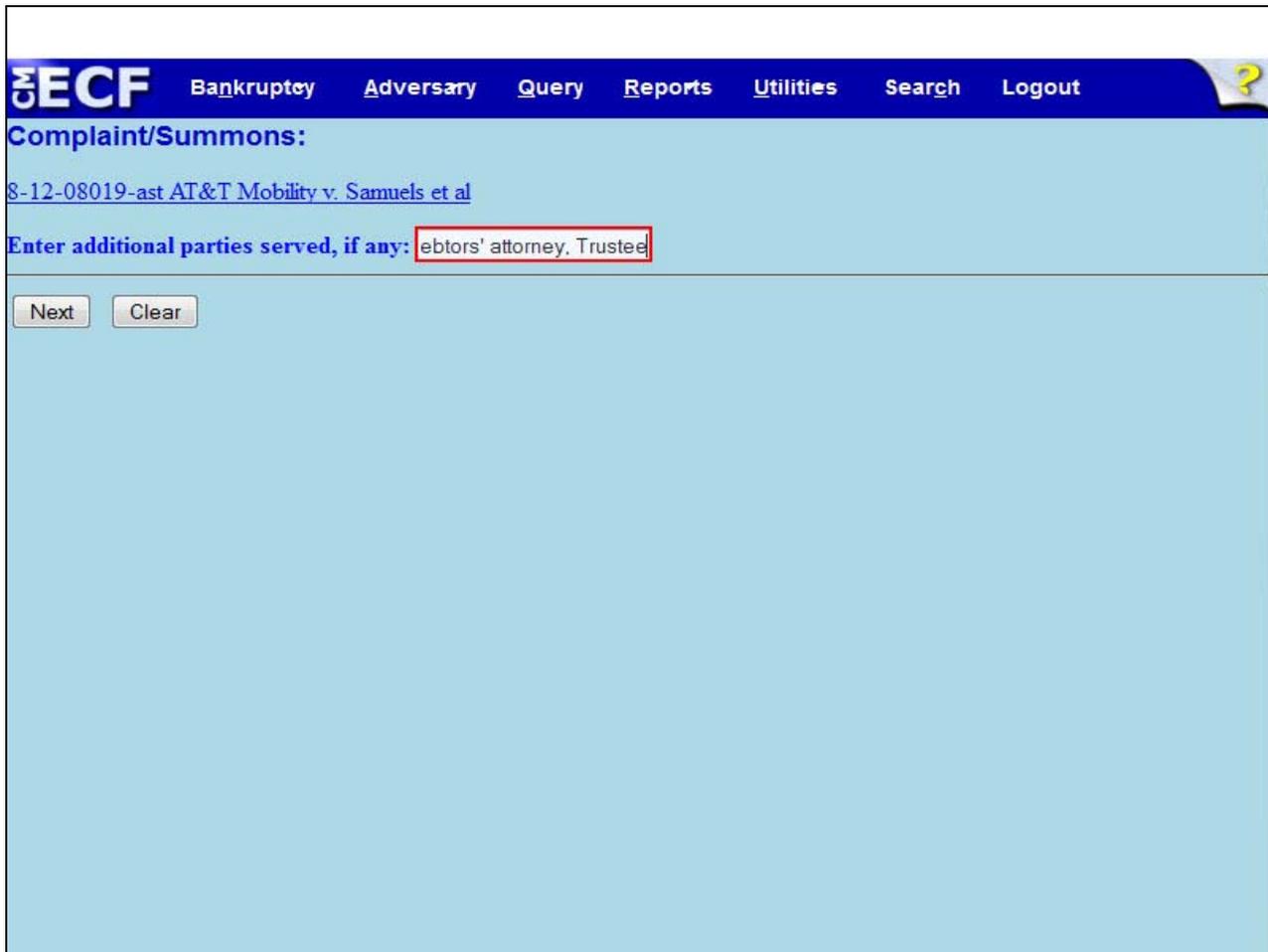
Frank Samuels -	Date served	<input type="text" value="5/14/2012"/>	<input type="button" value="Calendar"/>
Merideth Samuels -	Date served	<input type="text" value="5/14/2012"/>	<input type="button" value="Calendar"/>

Below the input fields, there are two buttons: **Next** and **Clear**. The **Next** button is highlighted with a red border. A tooltip with the text **Select Next** is positioned over the **Next** button.

Enter the date the Summons was served on each Defendant. The date defaults to the date of filing for the Affidavit of Service. If you served the Summons on a different date, change the date in the fields, and then select **Next** to continue.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 17 - Additional Parties Served



The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:". Underneath, the case number and name are displayed: "8-12-08019-ast AT&T Mobility v. Samuels et al". A text input field is labeled "Enter additional parties served, if any:" and contains the text "ebtors' attorney, Trustee". Below the input field, there are two buttons: "Next" and "Clear".

In the white text box, enter any additional parties who were served. In this lesson, those parties were the Debtors' attorney and the Trustee on the Lead Bankruptcy case.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 18 – Additional Parties Served Cont'd

The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case number "8-12-08019-ast AT&T Mobility v. Samuels et al". The main content area has a text input field with the label "Enter additional parties served, if any:" and the text "ebtors' attorney, Trustee" entered. Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red box, and a tooltip labeled "Select Next" is pointing to it.

Select **Next** to continue.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 19 - Final Docket Text

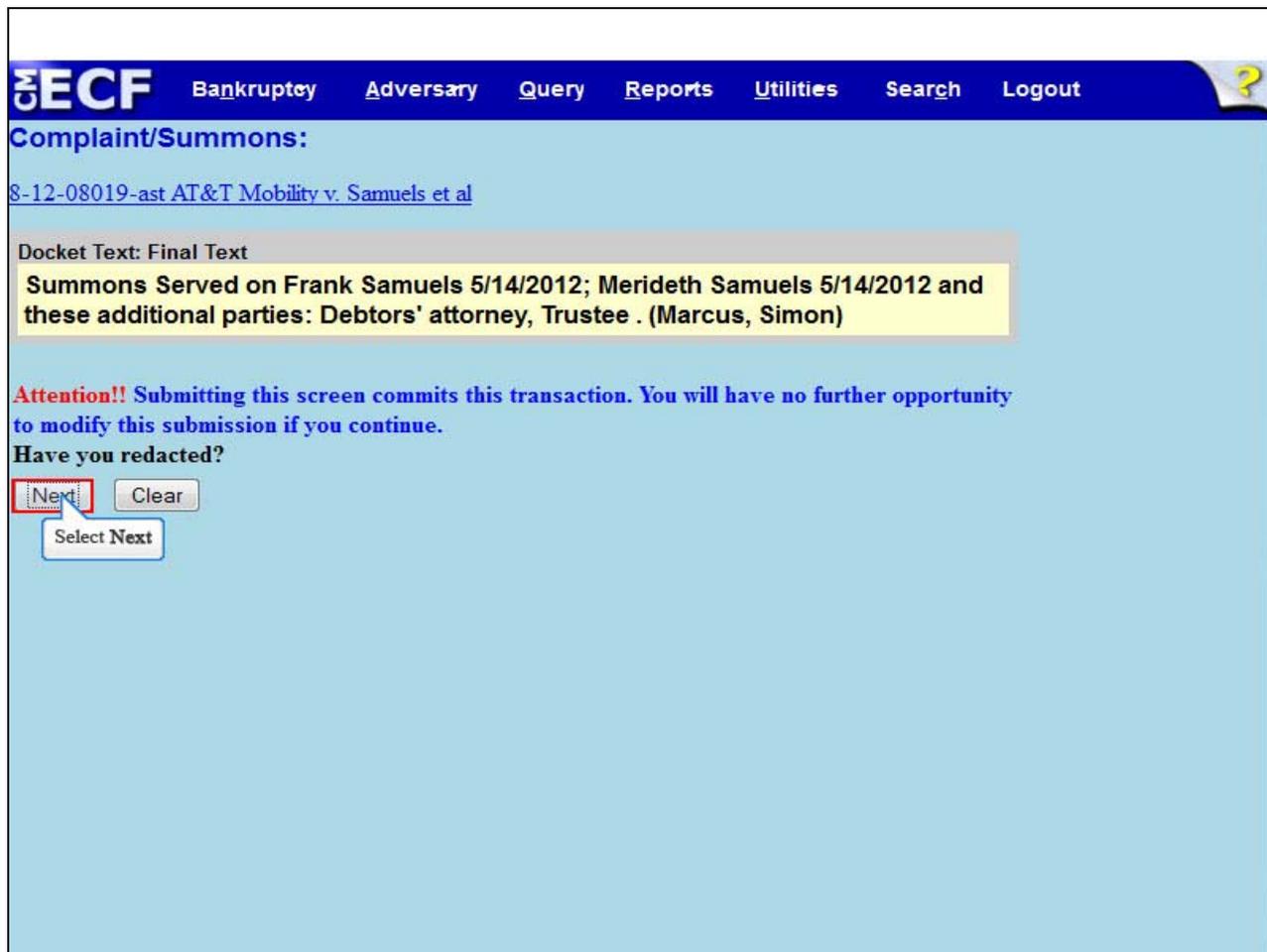
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:" followed by the case number "8-12-08019-ast AT&T Mobility v. Samuels et al". The main content area displays the "Docket Text: Modify as Appropriate." section. The text in the field is "Summons Served on Frank Samuels 5/14/2012; Merideth Samuels 5/14/2012 and these additional parties: Debtors' attorney, Trustee [redacted] (Marcus, Simon)". Below the text field are two buttons: "Next" and "Clear". The "Next" button is highlighted with a red box, and a mouse cursor is pointing at it. A tooltip labeled "Select Next" is visible over the "Next" button.

The filer is given the opportunity to modify the **Docket Text** by selecting from the prefix drop down pick list and/or adding information to the white text box. There is no need to use either of these options in this lesson. Select **Next** to continue.

TIP: The prefix drop down pick list would most commonly be used for options such as **Alias** or **Supplemental** in the event you served an Alias/Supplemental Summons. The white text box is generally used to enter additional parties served.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 20 – Final Docket Text Cont'd



The screenshot displays the ECF (Electronic Case Filing) system interface. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the navigation bar, the page title is "Complaint/Summons:". The main content area shows the case number "8-12-08019-ast AT&T Mobility v. Samuels et al" and the docket text: "Docket Text: Final Text" followed by "Summons Served on Frank Samuels 5/14/2012; Merideth Samuels 5/14/2012 and these additional parties: Debtors' attorney, Trustee . (Marcus, Simon)". A red warning message states: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning, the question "Have you redacted?" is displayed. There are three buttons: "Next" (highlighted with a red box), "Clear", and "Select Next".

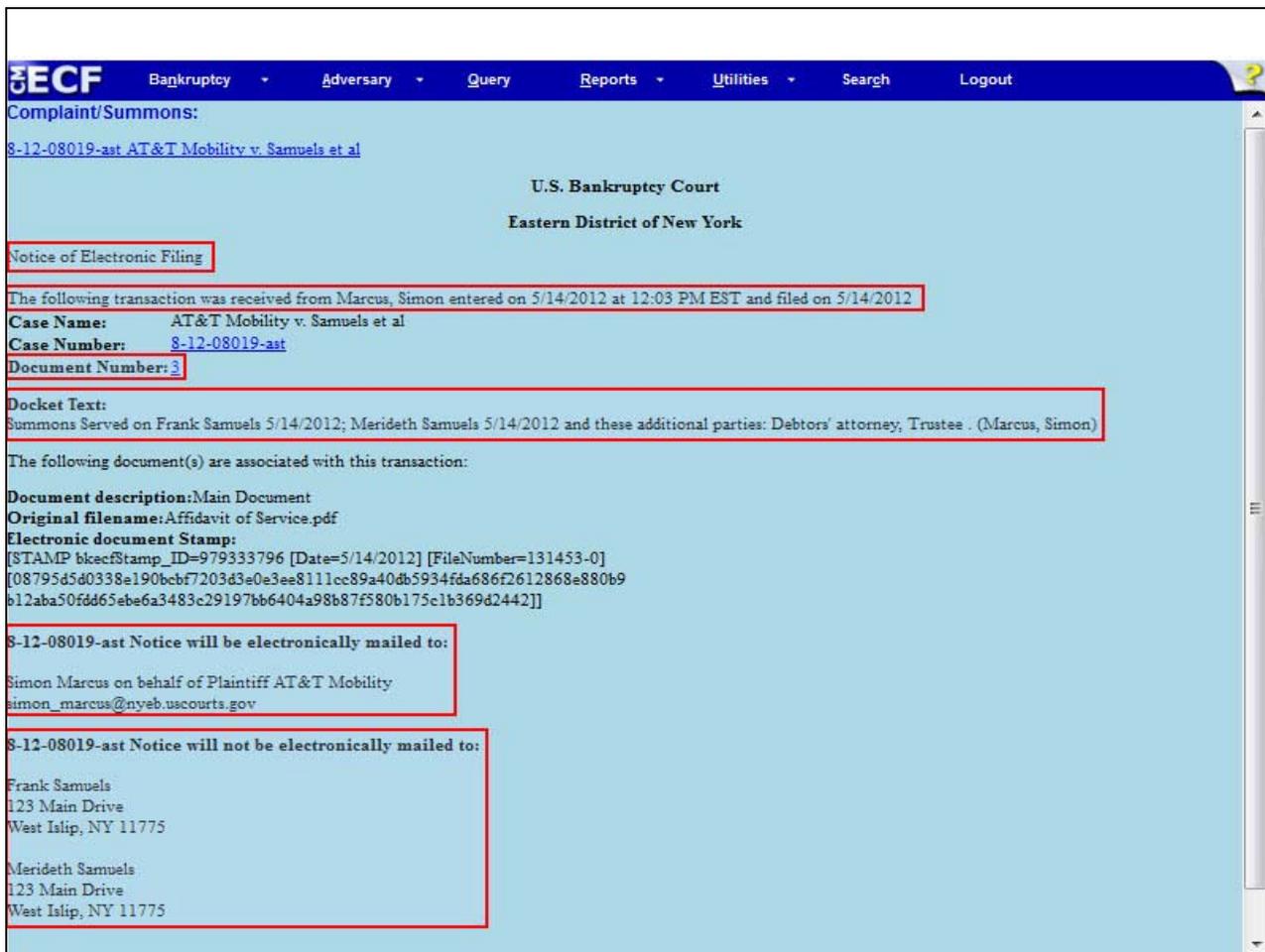
Review the Final **Docket Text** before submitting. By selecting **Next**, the filer commits the transaction and will have no further opportunity to modify the submission.

Have you redacted? This question refers to the filer's uploaded documents and not the data entries. This is a final reminder to comply with the Redaction Requirements (Fed. R. Bankr. P. 9037). The Electronic Case Filing system does not redact the content of any document uploaded by the filer.

Select **Next** to continue.

Affidavit of Service for a Summons in an Adversary Proceeding

Slide 21 - Notice of Electronic Filing



ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Complaint/Summons:
[8-12-08019-ast AT&T Mobility v. Samuels et al](#)

U.S. Bankruptcy Court
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Marcus, Simon entered on 5/14/2012 at 12:03 PM EST and filed on 5/14/2012

Case Name: AT&T Mobility v. Samuels et al
Case Number: [8-12-08019-ast](#)
Document Number: [3](#)

Docket Text:
Summons Served on Frank Samuels 5/14/2012; Merideth Samuels 5/14/2012 and these additional parties: Debtors' attorney, Trustee . (Marcus, Simon)

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

Document description: Main Document
Original filename: Affidavit of Service.pdf
Electronic document Stamp:
[STAMP bkccfStamp_ID=979333796 [Date=5/14/2012] [FileNumber=131453-0]
[08795d5d03338e190bcbf7203d3e0e3ee8111cc89a40db5934fda686f2612868e880b9
b12aba50fd665ebe6a3483c29197bb6404a98b87f580b175c1b369d2442]]

8-12-08019-ast Notice will be electronically mailed to:

Simon Marcus on behalf of Plaintiff AT&T Mobility
simon_marcus@nyeb.uscourts.gov

8-12-08019-ast Notice will not be electronically mailed to:

Frank Samuels
123 Main Drive
West Islip, NY 11775

Merideth Samuels
123 Main Drive
West Islip, NY 11775

The **Notice of Electronic Filing** is the receipt evidencing the filing of the Affidavit of Service for the Summons and Complaint. Any filer with an ECF login and password who docketed on the case receives this **Notice of Electronic Filing** (NEF) in his or her e-mail account. This NEF receipt alerts e-filers who have docketed up to this point on the case that the Affidavit of Service for the Summons and Complaint has been filed.

The **Notice of Electronic Filing** also indicates the date and time the Affidavit is filed.

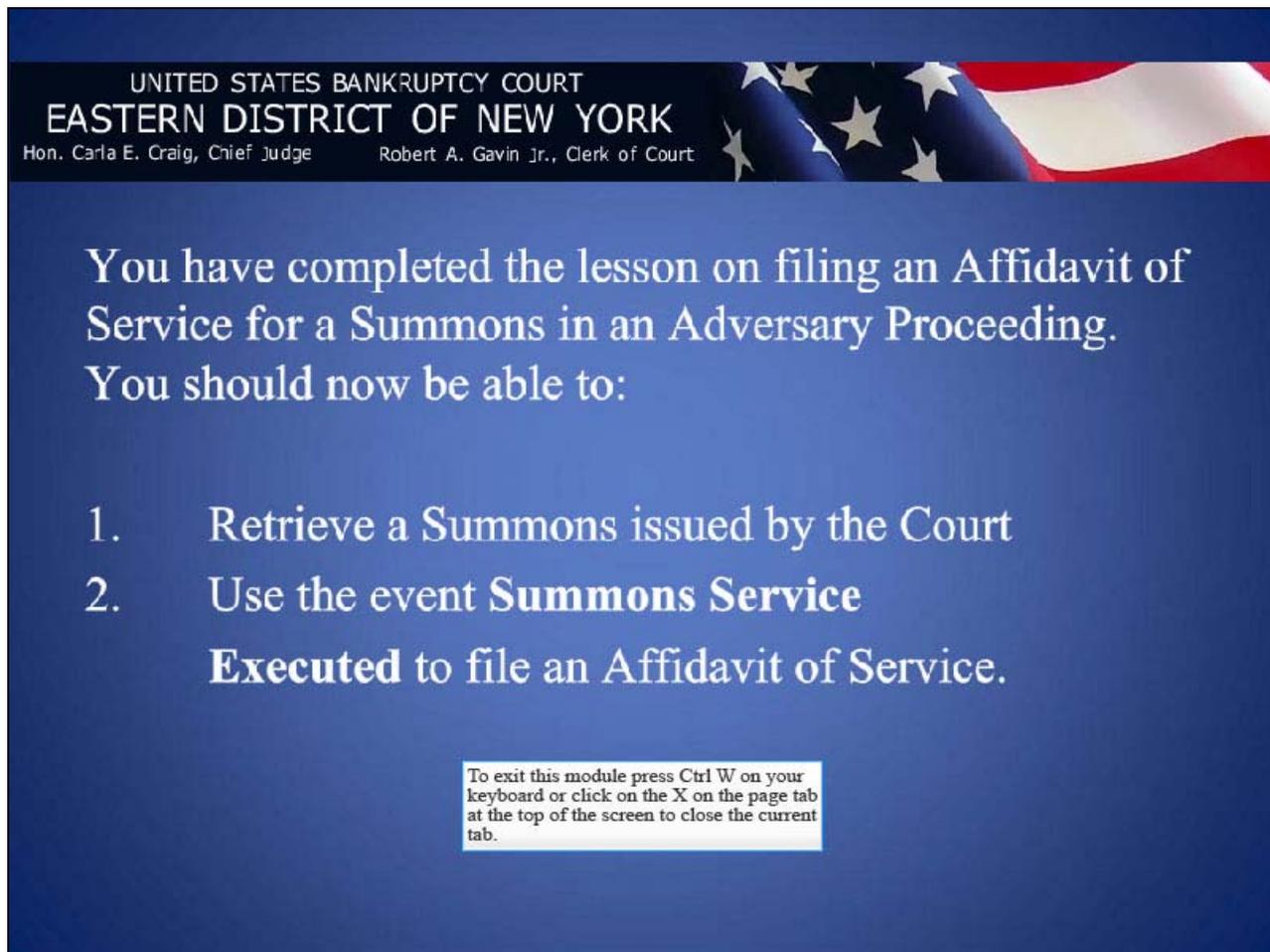
Document Number - in the e-mail, filers must select the **Document Number** hyperlink to view the Affidavit. This is referred to as the FREE LOOK. If the filer loses the free look, the filer must query the docket through PACER.

Docket Text - duplicates the Final Docket Text as it appears on the docket.

Notice will be electronically mailed to - Identifies the parties in the case who will receive electronic notice of the filing in their e-mail account.

Notice will not be electronically mailed to - Identifies the parties in the case who will not receive electronic notice of the filing and must be served conventionally.

Slide 22 - Summary

The slide features a dark blue background with a white header bar at the top. The header bar contains the text "UNITED STATES BANKRUPTCY COURT" and "EASTERN DISTRICT OF NEW YORK" in a bold, sans-serif font. Below this, in a smaller font, are the names "Hon. Carla E. Craig, Chief Judge" and "Robert A. Gavin Jr., Clerk of Court". To the right of the text is a partial view of the American flag. The main body of the slide contains white text and a numbered list. At the bottom center, there is a small white box with black text providing instructions on how to exit the module.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on filing an Affidavit of Service for a Summons in an Adversary Proceeding. You should now be able to:

1. Retrieve a Summons issued by the Court
2. Use the event **Summons Service Executed** to file an Affidavit of Service.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.