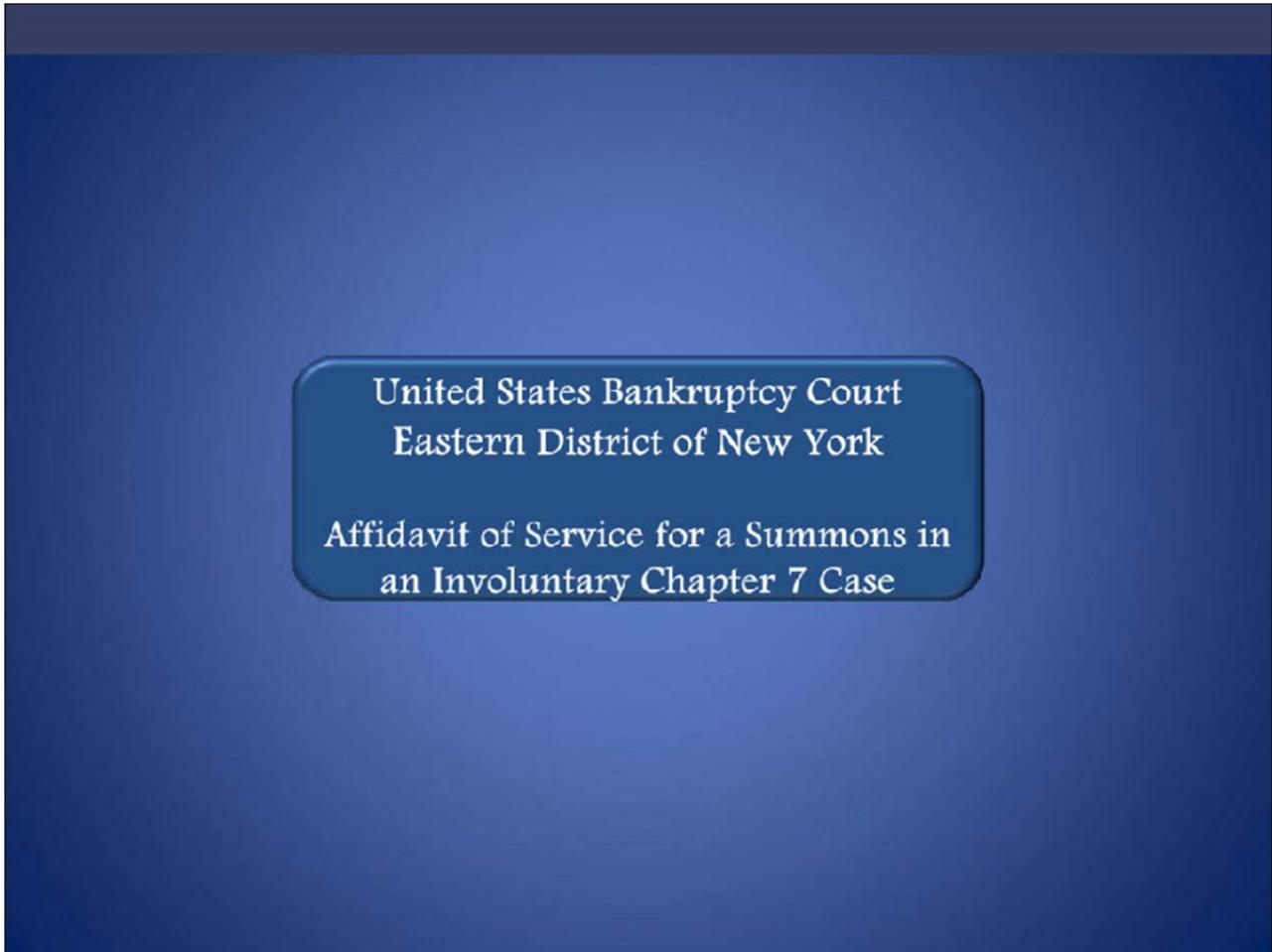


Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

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 Involuntary Chapter 7 Case.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

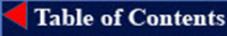
Slide 2 - Navigation Instructions

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”. 

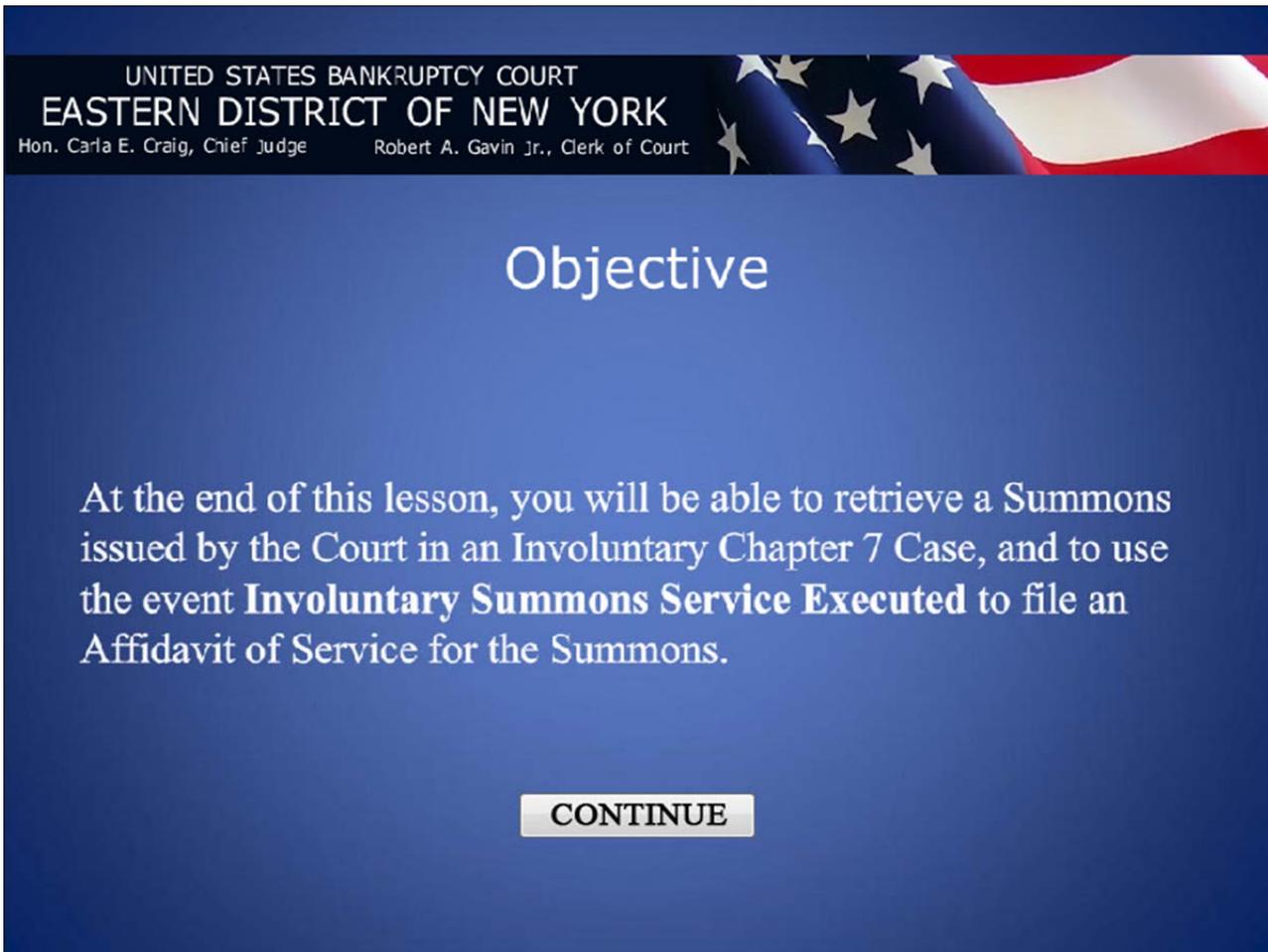
Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select START when you are ready to begin.

START

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 3 - Objective

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 word "Objective" is centered in a large white font. Below it, a paragraph of white text states: "At the end of this lesson, you will be able to retrieve a Summons issued by the Court in an Involuntary Chapter 7 Case, and to use the event **Involuntary Summons Service Executed** to file an Affidavit of Service for the Summons." 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

Objective

At the end of this lesson, you will be able to retrieve a Summons issued by the Court in an Involuntary Chapter 7 Case, and to use the event **Involuntary Summons Service Executed** to file an Affidavit of Service for the Summons.

CONTINUE

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 4 - Introduction



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

After the Involuntary Chapter 7 Petition has been filed and the filing fee has been paid, the Clerk's Office will generate an Involuntary 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 petitioning creditor's attorney to serve all interested parties with the Petition and Summons. When service has been completed, the petitioning creditor is required to file proof in the form of an Affidavit of Service, using the Bankruptcy event **Involuntary Summons Service Executed**.

CONTINUE

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 5 – Introduction (Cont'd)

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 Involuntary Chapter 7 Case must check his or her e-mail or the case docket within two days from the date of filing the Involuntary Chapter 7 Petition 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 counsel for other parties in the proceeding, such as the debtor, will not get electronic notification of any filings for the Involuntary Chapter 7 Case until that 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 Involuntary Chapter 7 Case

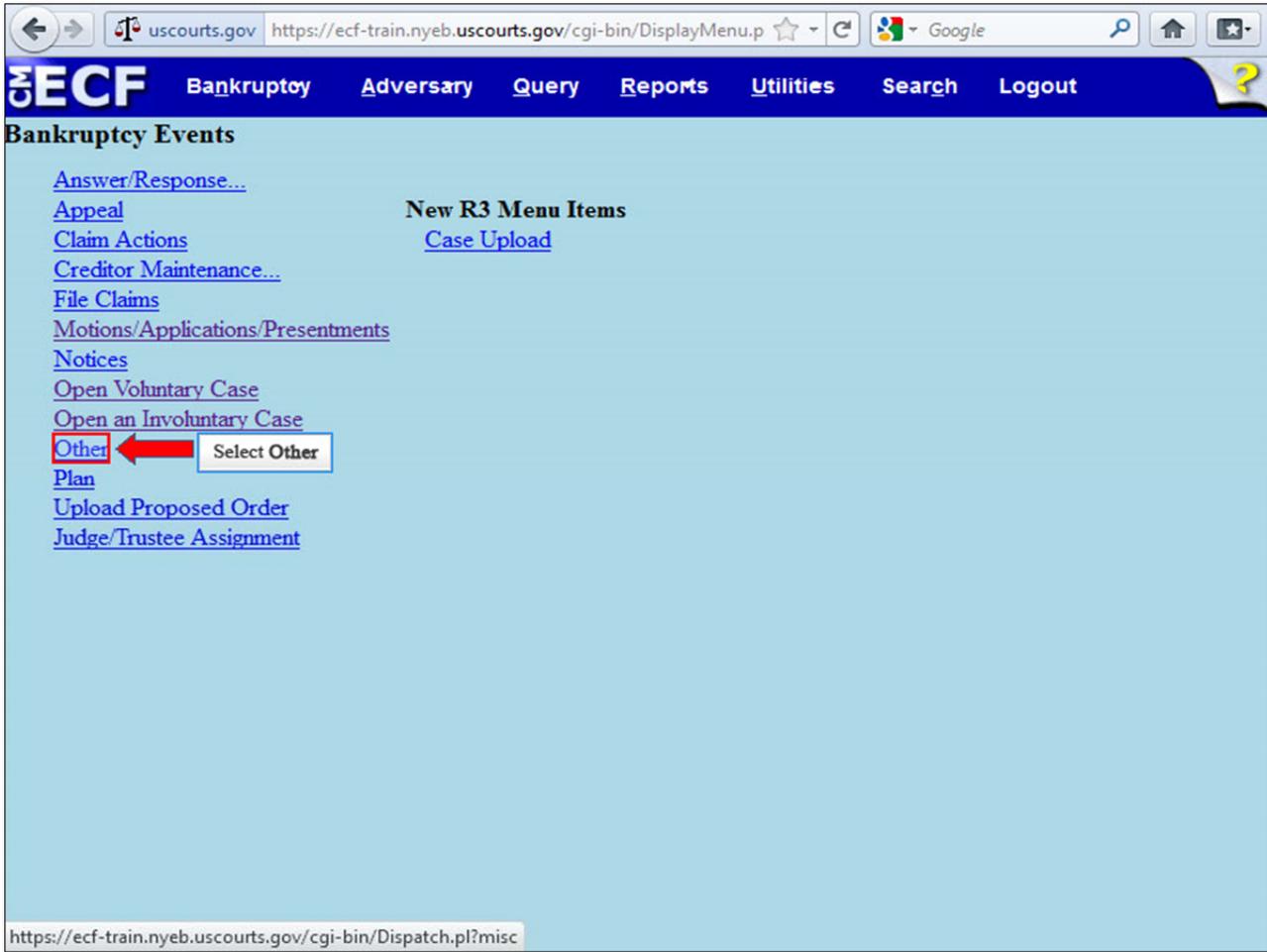
Slide 6 - ECF Main Menu

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl>. The navigation bar includes links for **Bankruptcy**, Adversary, Query, Reports, Utilities, Search, and Logout. The **Bankruptcy** link is highlighted with a red box, and a tooltip says "Select Bankruptcy". The main content area features the seal of the U.S. Bankruptcy Court Eastern District of New York, which includes an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The seal is surrounded by the text "UNITED STATES BANKRUPTCY COURT" and "EASTERN DISTRICT OF NEW YORK". Below the seal, the text reads: "U.S. Bankruptcy Court Eastern District of New York Official Court Electronic Document Filing System". A blue "PLEASE NOTE" section states: "PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience." At the bottom, a disclaimer reads: "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..."

After you have successfully logged into CM/ECF, select **Bankruptcy**.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 7 - Bankruptcy Events



From the list of **Bankruptcy Events**, select **Other**.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 8 - Enter Case Number

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?mi>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the word "Miscellaneous" is displayed. A form titled "Case Number" contains a text input field with the value "13-70001" and a "Find This Case" button. Below the form, 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 case number, and select **Next** to continue.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 9 - Available Events

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?46C Google

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

8-13-70001 John Simpson

Start typing to find an event.

Available Events (click to select events)

- Affidavit
- Affidavit/Certificate of Service
- Affidavit/Certificate of Service of Tax Information to Debtor
- Affidavit/Certificate of Service of Tax Information to Requestor
- Affirmation of Compliance
- Affirmation of Non-Compliance
- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (Fee Due)
- Amended Schedule(s), Statement(s) and Affidavit LR1009-1(a) (No Fee)
- Balance Sheet for Small Business
- Bond
- Brief
- Cash Flow Statement for Small Business
- Certificate as to Balloting

Next Clear

Selected Events (click to remove events)

From the list of **Available Events**, you can either type the word "involuntary" into the highlighted box, or scroll down until you see the event **Involuntary Summons Service Executed**. We'll do the latter option and scroll down to select the correct event.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 11 - Available Events (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?460

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous

8-13-70001 John Simpson

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Expenses Re. Family Violence Protection Services
- Findings of Fact and Conclusions of Law
- Interrogatories
- Involuntary Answer
- Involuntary Creditor List
- Involuntary Summons Service Executed**
- Involuntary Summons Service Unexecuted
- Joint Discovery Control Plan
- Joint Pre-Trial Memorandum
- Letter
- Letter Providing Notice of Court Hearing (Only to be Used When Directed by Chambers)
- Letter Rescheduling Notice of Presentment
- Letter of Adjournment
- Limited Appearance for the Purpose of Mediation
- Loss Mitigation Content Designation

Selected Events (click to remove events)

- Involuntary Summons Service Executed

Next Clear

Select Next

Select **Involuntary Summons Service Executed**. The event 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 Involuntary Chapter 7 Case

Slide 12 - Select the Party

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?124

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-13-70001 John Simpson

Select the Party:

Simpson, John [Debtor] Add/Create New Party

Smith, Helen [Petitioning Creditor]

Select Smith, Helen [Petitioning Creditor]

Next Clear

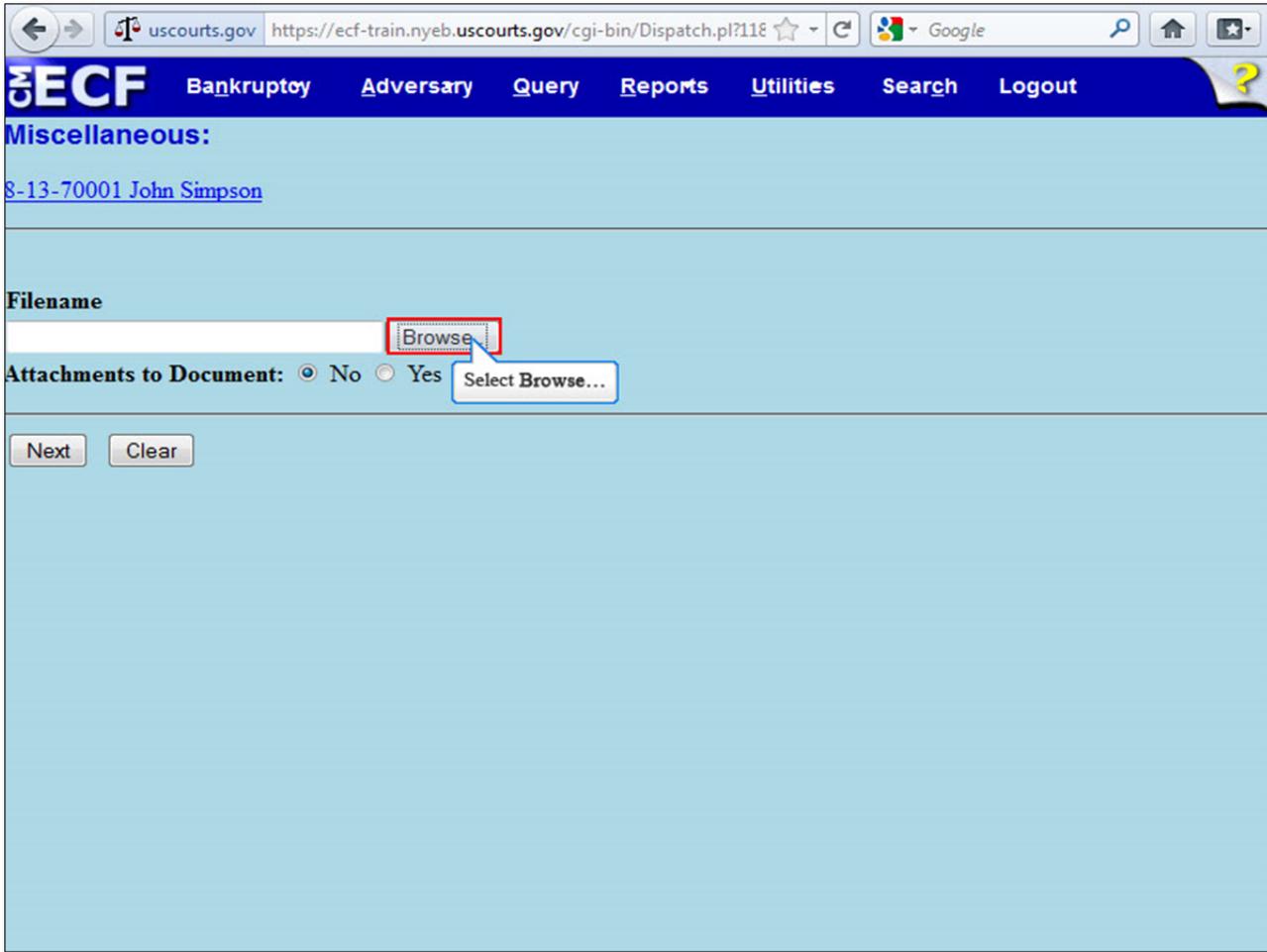
Select Next

From the **Select the Party** screen, select the **Petitioning Creditor**, on whose behalf you are filing the Affidavit of Service.

Select **Next** to continue.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 13 - Browse for Affidavit of Service

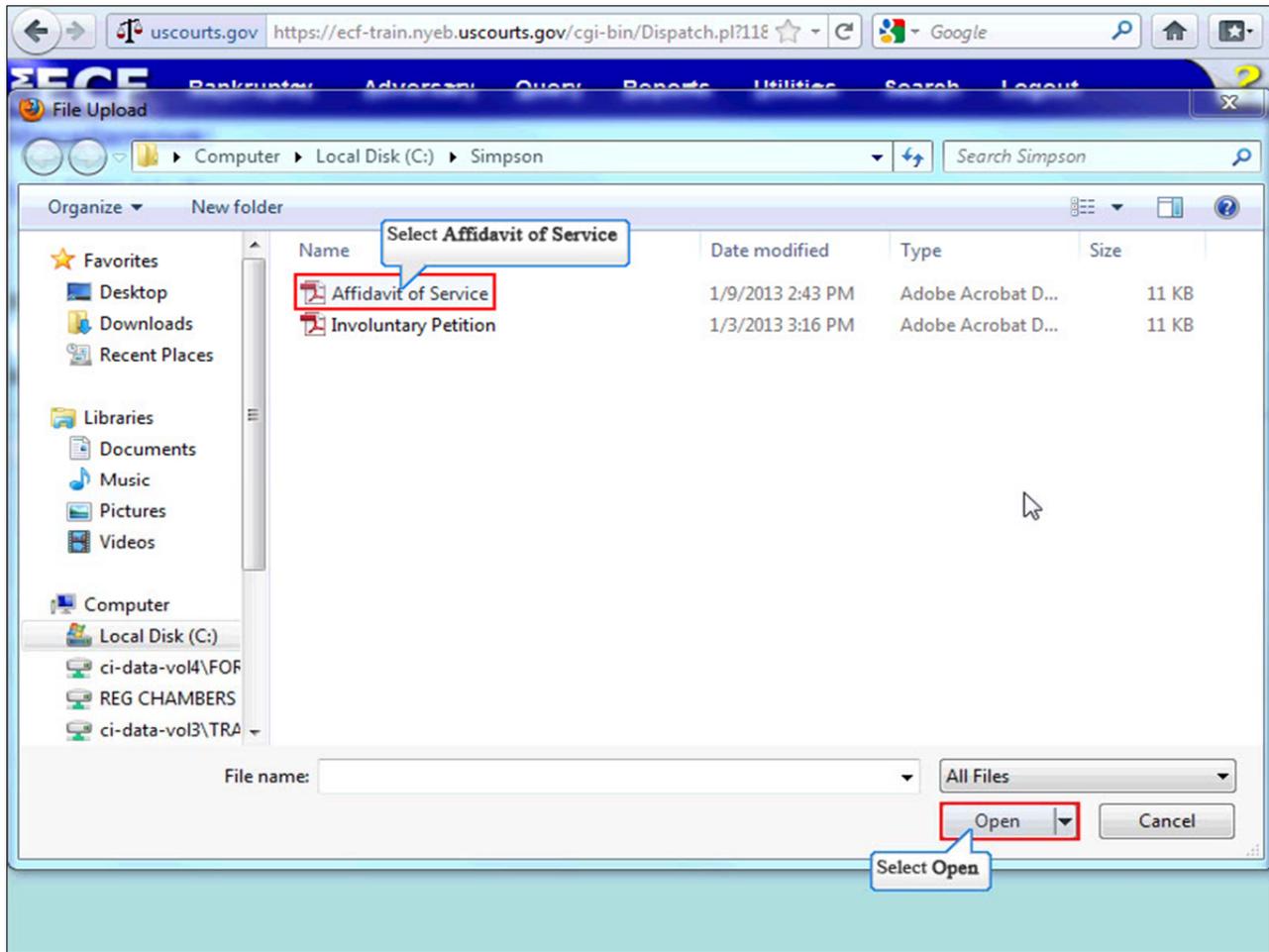


The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?118>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, there is a "Miscellaneous:" section with a link for "8-13-70001 John Simpson". The main form area contains a "Filename" label, an empty text input field, and a "Browse" button. Below this, there is a section for "Attachments to Document:" 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 of Service for the Involuntary Summons in PDF.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 14 - Browse for Affidavit of Service (Cont'd)



The **File Upload** screen appears. Select the **Affidavit of Service**. It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document. Select **Open** to upload the Affidavit of Service.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 15 - Browse for Affidavit of Service (Cont'd)

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?118

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

[8-13-70001 John Simpson](#)

Filename
C:\Simpson\Affidavit of Service.pdf

Attachments to Document: No Yes

Select Next

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

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 16 - Select Parties Served

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?355>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Miscellaneous:" and contains the case number "8-13-70001 John Simpson". Below this, the instruction "Select the party served." is followed by the section "Summons Service Executed". Under "Summons Service Executed", there is a label "Select the Party:" and a dropdown menu. The dropdown menu is open, showing two options: "Simpson, John [Debtor]" (highlighted in blue) and "Smith, Helen [Petitioning Creditor]". A callout box points to the dropdown menu with the text "Select Simpson, John [Debtor]". To the right of the dropdown menu is a link labeled "Add/Create New Party". Below the dropdown menu are two buttons: "Next" (highlighted in red) and "Clear". A callout box points to the "Next" button with the text "Select Next".

Select the party or parties upon whom the Summons was served. In this case, select the **Debtor**.

Select **Next** to continue.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

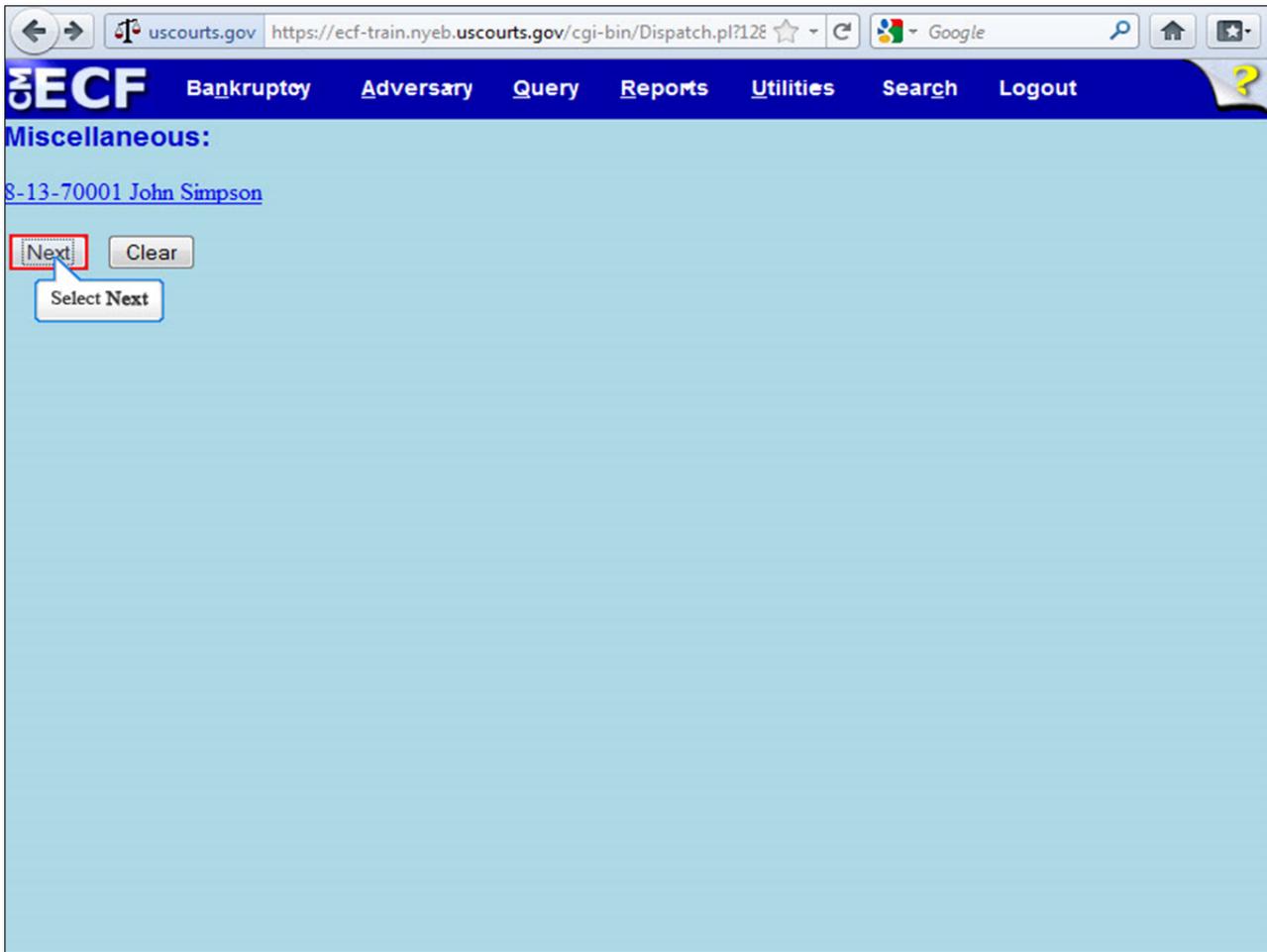
Slide 17 - Date Summons Served

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?973>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the header, the text "Miscellaneous:" is displayed. A link for "8-13-70001 John Simpson" is visible. The main form area contains the instruction "Enter date served and date answer is due". The text "John Simpson - Date served" is followed by a date input field containing "1/9/2013" and a calendar icon. To the right of the date field is the label "Date answer due". Below the date field, there are three buttons: "Next", "Clear", and "Select Next". A tooltip box with the text "Enter date Summons was served" is positioned over the date field.

Enter the date the Summons was served on the debtor. Select **Next** to continue.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 18 - Date Summons Served (Cont'd)



Select **Next** to continue.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 19 - Final Docket Text

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?105 Google

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Miscellaneous:

8-13-70001 John Simpson

Docket Text: Final Text

Summons Service Executed in an Involuntary Case on John Simpson 1/9/2013, Answer Due 1/30/2013 Filed by Simon Marcus on behalf of Helen Smith (Marcus, Simon)

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

Have you redacted?

Next Clear

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 Involuntary Chapter 7 Case

Slide 20 - Notice of Electronic Filing

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?772

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

8-13-70001 John Simpson

U.S. Bankruptcy Court
Eastern District of New York

Notice of Electronic Filing

The following transaction was received from Simon Marcus entered on 1/9/2013 at 2:49 PM EST and filed on 1/9/2013

Case Name: John Simpson
Case Number: [8-13-70001](#)
Document Number: [3](#)

Docket Text:
Summons Service Executed in an Involuntary Case on John Simpson 1/9/2013, Answer Due 1/30/2013 Filed by Simon Marcus on behalf of Helen Smith (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 bkecfStamp_ID=979333796 [Date=1/9/2013] [FileNumber=132783-0] [ce676d9d0732ec8999c51ce4476366c889662121085b67662a13c01505052f5f573cb61d60537f0ce877c9fac3e0a6e74948ca301dbfd4750b936186d3c55fe6]]

8-13-70001 Notice will be electronically mailed to:
Simon Marcus on behalf of Petitioning Creditor Helen Smith
simon_marcus@nyeb.uscourts.gov

8-13-70001 Notice will not be electronically mailed to:
John Simpson
123 Main Street
Central Islip, NY 11722

CONTINUE

The **Notice of Electronic Filing** is the receipt evidencing the filing of the Affidavit of Service for the Involuntary Summons. 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 has been filed.

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

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

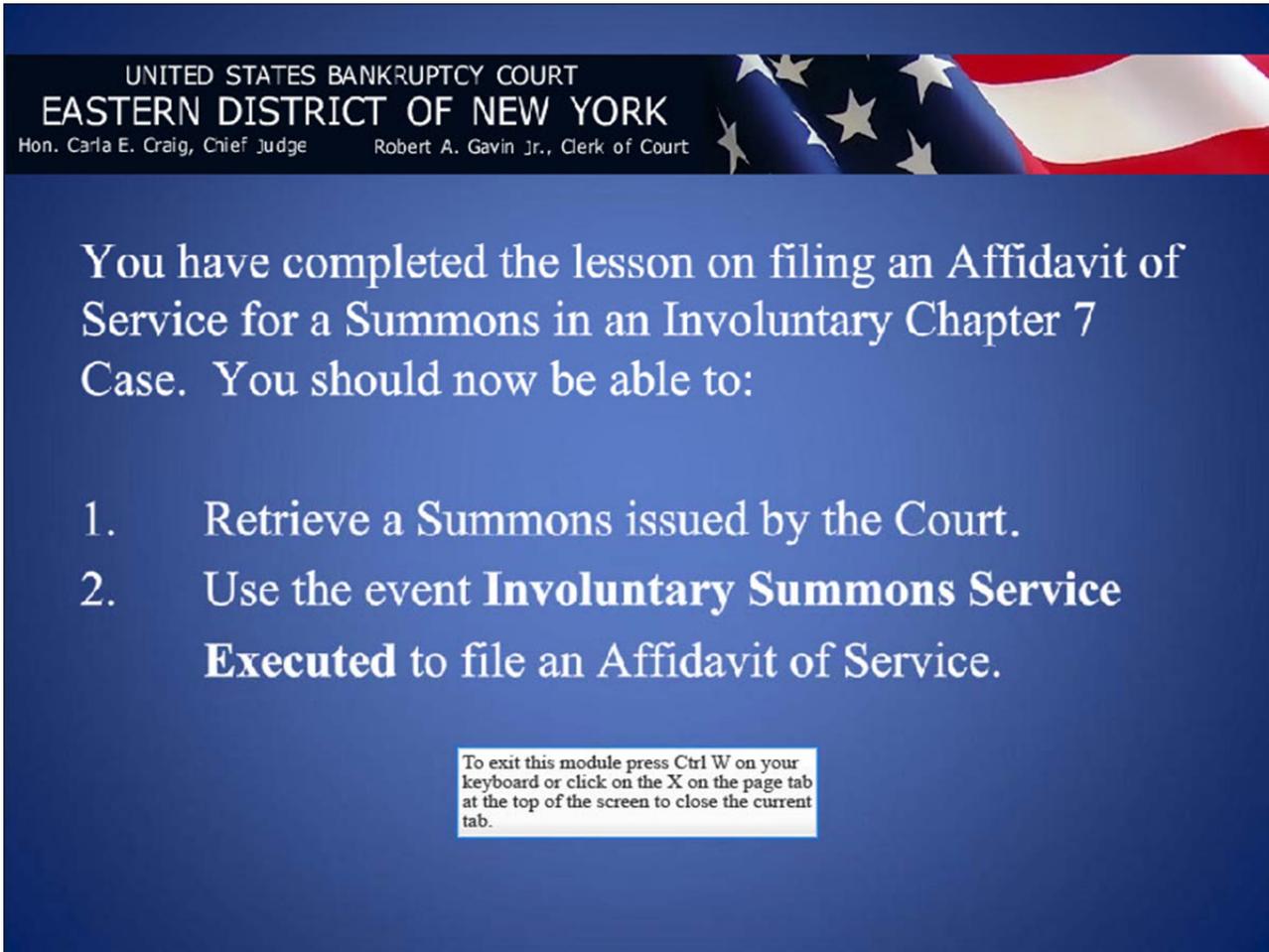
Docket Text - duplicates the Final Docket Text as it appears on the docket.

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.

Affidavit of Service for a Summons in an Involuntary Chapter 7 Case

Slide 21 - Summary

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 text is in white, stating that the user has completed a lesson on filing an Affidavit of Service for a Summons in an Involuntary Chapter 7 Case and should now be able to perform two tasks. A small white box at the bottom contains exit instructions.

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 Involuntary Chapter 7 Case. You should now be able to:

1. Retrieve a Summons issued by the Court.
2. Use the event **Involuntary 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.