

## CM/ECF Civil Summons

### **Proposed Notice for Bar:**

On March 1, 2010, the Clerk's Office will implement a new procedure for the electronic issuance of summons in civil cases through the Electronic Case Files (ECF) system. A general summons for each case which includes the case caption, court seal and electronic signature will be sent to the plaintiff or plaintiff's attorney to be completed for service. In most cases, a party no longer needs to prepare a summons form or request issuance of summons with the original complaint when a case is filed. The summons form will be attached to the "summons issued" docket entry and a link to the form will be included in the Notice of Electronic Filing (NEF.)

Prior to service of the summons, the required information (name and address of each defendant and the attorney/party to be served with the answer) must be added to the summons form by the plaintiff or plaintiff's attorney for each defendant.

For those parties who do not receive NEF's, a summons form will be mailed to them. In the event you do not receive an electronic summons from the Court, it is the party's responsibility to notify the Court.