



### **CM/ECF Docketing Tips: Submitting Summons**

To submit civil summons(es) to the Clerk's Office for issuance:

1. Complete an AO 440 summons form with all required information for each party being served.
2. Flatten each completed summons form using any of the methods noted in the "How to Flatten PDF Forms" docketing tip.

**Note:** Flattening a PDF locks the fillable fields, reduces document size and ensures no compromise of information.

3. Combine multiple, flattened summonses into a single PDF for submission to the Clerk.
4. Submit combined proposed summons PDF to the Clerk's Office via CyberClerk: Civil > Civil Events > CyberClerk > Submit Document to Court > Submit Civil Summons/Process.

**Note:** The Clerk does not receive notification when you submit summons for issuance. If summons are provided in conjunction with a new civil case filing, we will process them. If, however, you are resubmitting summons, please call the Clerk's Office after submission to confirm receipt.

**Upon issuance of the summons:** You will receive a Notice of Electronic Filing. To retrieve the summons, click the document hyperlink within the Notice of Electronic Filing.