

RULE 7004-1 SUMMONS

- (a) **Issuance of Summons.** Upon the filing of an adversary complaint or a third party complaint, the summons will be automatically generated and docketed through the CM/ECF system. The plaintiff shall be responsible for printing the summons and serving it pursuant to [Fed. R. Bankr. P. 7004](#). In the case of multiple defendants the plaintiff shall be responsible for making such duplicate copies of the summons as are necessary to effect service.

- (b) **Reissuance of Summons.** If a party fails to effect service of the summons within seven (7) days of its issuance as required by [Fed. R. Bankr. P. 7004](#), the Clerk shall reissue a summons upon written request.

Comment

A complaint should be filed electronically. The CM/ECF system will electronically transmit the summons to the filer. If a complaint is filed in paper format by a pro se filer, an unregistered user of the CM/ECF system, or a registered user who is unable to utilize the CM/ECF system, the Clerk will generate the summons and provide it to the filer electronically, by mail, or by personal delivery if the filer is present in the Clerk's office at the time of issuance.

RULE 7004-1 SUMMONS

- (a) **Issuance of Summons.** Upon the filing of an adversary complaint or a third party complaint, the summons will be automatically generated and docketed through the CM/ECF system. The plaintiff shall be responsible for printing the summons and serving it pursuant to [Fed. R. Bankr. P. 7004](#). In the case of multiple defendants the plaintiff shall be responsible for making such duplicate copies of the summons as are necessary to effect service.
- (b) **Reissuance of Summons.** If a party fails to effect service of the summons within ~~fourteen~~ seven (7) days of its issuance as required by [Fed. R. Bankr. P. 7004](#), the Clerk shall reissue a summons upon written request.

Comment

A complaint should be filed electronically. The CM/ECF system will electronically transmit the summons to the filer. If a complaint is filed in paper format by a pro se filer, an unregistered user of the CM/ECF system, or a registered user who is unable to utilize the CM/ECF system, the Clerk will generate the summons and provide it to the filer electronically, by mail, or by personal delivery if the filer is present in the Clerk's office at the time of issuance.