



United States District Court
Southern District of Illinois

Instructions for Requesting Service by Summons

Effective: February 2, 2015

Instructions for Requesting Service by Summons

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Instructions for Requesting Service by Summons

I. Introduction

The following instructions are intended for use by a filer who is requesting service via summons after the initiating documents have been filed.

If summons was requested at the time of case filing, it should have been filed as an attachment to the complaint. If summons is being requested after the initiating documents have been filed, the filer will select the CM/ECF event *Summons Requested* and attach one completed summons for each defendant in compliance with Federal Rule of Civil Procedure 4.

If you realize you have made a mistake and it is during business hours, do not proceed further. Contact the clerk's office for assistance. If you have made a mistake during the process of requesting service by summons and it is outside of business hours, please continue to docket the *Summons Requested* entry to maintain/preserve the file date, and send an e-mail to Intake@ilsd.uscourts.gov explaining the circumstances. A representative will respond during business hours.

- East St. Louis (618) 482-9371
- Benton (618) 439-7760

Instructions for Requesting Service by Summons

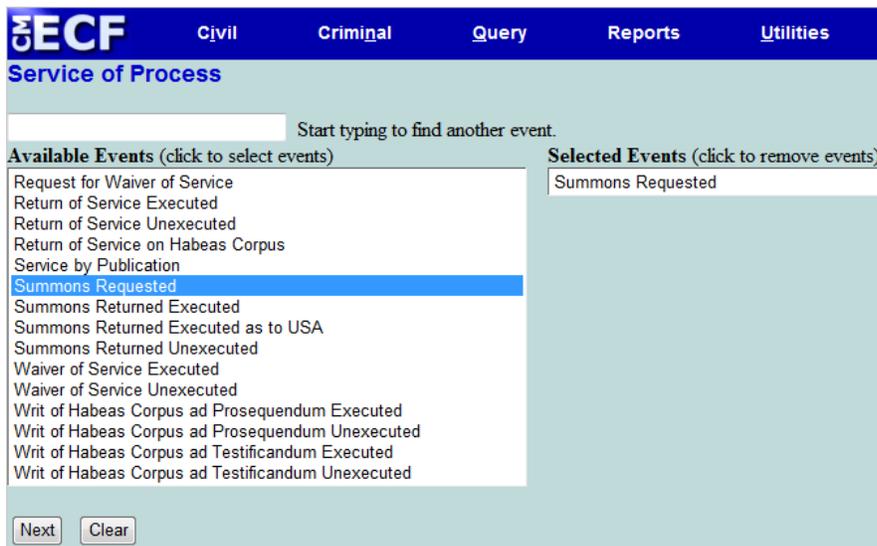
II. Docketing the Summons Requested Entry

Begin by logging into CM/ECF at: <https://ecf.ilsd.uscourts.gov>

Select *Civil* from the blue menu bar. Under *Initial Pleadings and Service*, select *Service of Process*.



The following screen will appear for event selection:



Select the event *Summons Requested*. Once selected, the event will appear in the *Selected Events* field.

Select *Next* to proceed to the next screen.

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The screenshot shows the ECF Service of Process interface. At the top, there is a blue navigation bar with the ECF logo and three dropdown menus: 'Civil', 'Criminal', and 'Query'. Below the navigation bar, the text 'Service of Process' is displayed. A light blue box contains the label 'Civil Case Number' and a text input field with the value '3:14-cv-22'. Below the input field are two buttons: 'Next' and 'Clear'.

Enter the case number as listed on the summons.

Select *Next* to proceed to the next screen.



The screenshot shows the ECF Service of Process interface. At the top, there is a blue navigation bar with the ECF logo and three dropdown menus: 'Civil', 'Criminal', and 'Query'. Below the navigation bar, the text 'Service of Process' is displayed. The case information '3:14-cv-00022 Thomas v. Lanter' is displayed in blue text. Below the case information are two buttons: 'Next' and 'Clear'.

This screen serves as a verification screen that you are in the correct case. Verify that the case information is accurate and corresponds with the summons.

Select *Next* to proceed to the next screen.



The screenshot shows the ECF Service of Process interface. At the top, there is a blue navigation bar with the ECF logo and five dropdown menus: 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below the navigation bar, the text 'Service of Process:' is displayed. The case information '3:14-cv-00022 Thomas v. Lanter' is displayed in blue text. Below the case information, the text 'Select the pdf document and any attachments.' is displayed. Under 'Main Document', there is a text input field with the value 'C:\Users\lobucina\Desktop\Summons.pdf' and a 'Browse...' button. Below the 'Main Document' section is a table with three columns: 'Attachments', 'Category', and 'Description'. The table has one row with the index '1.' and a 'Browse...' button. Below the table are two buttons: 'Next' and 'Clear'.

Attachments	Category	Description
1. <input type="text" value="C:\Users\lobucina\Desktop\Summons.pdf"/> <input data-bbox="509 1465 594 1486" type="button" value="Browse..."/>	<input type="text" value=""/>	<input type="text" value=""/>

Under *Main Document*, click *Browse* to search for your PDF document. Right click and open the document to verify the file, click *Open* to upload, and proceed to add any attachments. Summonses can be saved as one PDF and attached as the *Main Document* or can be saved separately and added as *Attachments* to the main document, which will be the first selected summons. If utilizing the attachment feature, once attached, select the category *Summons*.

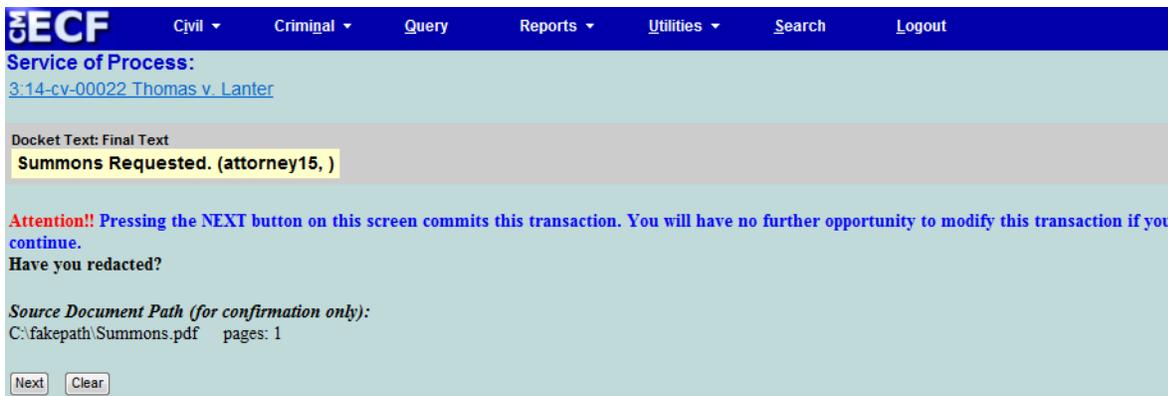
Select *Next* to proceed to the next screen.

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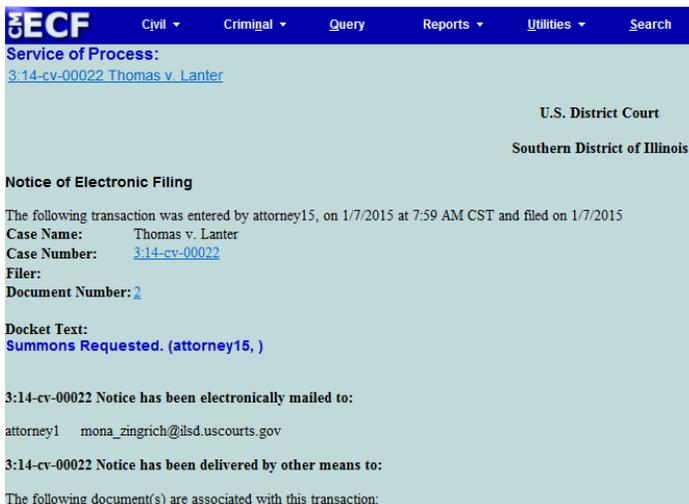


This screen serves as a verification screen that you are in the correct case. Verify that the case information is accurate and corresponds with the summons that has been attached.

Select *Next* to proceed to the next screen.



Review the docket text and select *Next* to finalize the transaction.



The final screen is the Notice of Electronic Filing. If you notice an issue with the filing, contact the clerk's office at 618-482-9371 or 618-439-7760 for assistance.