

REQUEST FOR ALIAS SUMMONS

If a Court issued Summons in an adversary proceeding is not served within the time allowed by the Federal Rules, an e-filer may submit a written request for the court to issue an [Alias Summons](#). The court will issue the Alias Summons to the plaintiff the following day to be served on all defendant(s). Use these links to obtain copies of the [Pre Trial Instructions](#) and [Joint Proposed Scheduling Order](#). (See also, [D.N.J. LBR 7005-1](#))

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- STEP 1** Choose **Adversary** from main menu
- STEP 2** Choose **Misc Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Request for Alias Summons** event; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen.
- STEP 6** Select the Plaintiff from the party list; click [NEXT]
- STEP 7** Upload the written request as the main document; click the Yes radio button to upload attachments; click [NEXT]
- STEP 8** Upload a completed [Alias Summons](#) as an attachment; click [NEXT]
- ☛ *TIP - Enter Alias Summons as the description of the document you are uploading.*
- STEP 9** Place a check in the box next to the appropriate complaint. If there is only one complaint, CM/ECF will default with a check in the box; click [NEXT]
- STEP 10** Confirm case name and number; click [NEXT]

STEP 11 Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

☛ *TIP - The text of this docket entry cannot be modified from this screen. If an error is found, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

**Request for Alias Summons filed by Test Attorney on behalf of Test Client
(Attachments: #(1) Alias Summons)**

STEP 12 Notice of Electronic Filing displays.