

# Civil Returns of Service Electronically Filed by Attorneys

## Step 1

After you have logged in to CM/ECF, select *Civil* on the ECF main menu. The system will display the Civil Events screen. Select *Service of Process* in the *Initial Pleadings and Service* section.

### Initial Pleadings and Service

[Complaints, Other Initiating Documents](#)

[Answers to Complaints](#)

[Other Answers](#)

[Amended Complaints and Other Documents](#)

[Service of Process](#)

## Step 2

The system will display the Service of Process selection screen. Here you select the specific event you are docketing, such as *Summons Returned Executed*, *Summons Returned Unexecuted*, *Waiver of Service Executed*, *Waiver of Service Unexecuted*, *Certificate of Compliance* or *Certificate Reporting Service*. For this lesson, we will select *Summons Returned Executed*.

### Available Events (click to select events)

Acknowledgment of Service

Affidavit of Service

Certificate of Compliance

Certificate Reporting Service

Certificate of Service

Proposed Summons

Request for Waiver of Service

Service by Publication

Summons Returned Executed

Summons Returned Executed as to USA

Summons Returned Unexecuted

Waiver of Service

Waiver of Service unexecuted

**Note:** Be sure to select *Summons Returned Executed as to USA* if the party being served is a government agency such as U.S. Attorney or Attorney General.

### Step 3

The system will display the Case Number screen for you to enter the case in which the summons was issued. The number of the last case accessed will be displayed. If this is the correct case, click *Next*. If it is not, enter the correct case number then *Next*.

**Service of Process**

**Civil Case Number**

1:06-cv-2

Next Clear

### Step 4

The system will display the **pdf document** screen. Click *Browse* to display the **File Upload** screen and attach your pdf documents by clicking **Open**, then *Next*. If you are filing multiple summonses, scan them in as one document.

**Date document filed (mandatory)**

2/12/2019 Calendar

**Select the pdf document and any attachments.**

**Main Document**

Browse...

**Attachments**

1. Browse...

Next Clear

### Step 5

The system will display the *Select the Party* screen for you to select the filer, then *Next*.

## Step 6

The system will display the *Party Served* screen for you to select the party(ies) (defendant) who was served. If multiple defendants were served, hold down the *Control Button* and select all parties served, then *Next*.

## Step 7

If the summons was returned executed, the system will display a *Date Served* and *Date Answer Due* screen. On this screen, enter the date the defendant was served in the *Date Served* field, and press *Tab*. The system will automatically generate a proposed answer due date (21 days from the service date) in the *Date Answer Due* field. When filing *Summons Returned Unexecuted*, this screen will not appear.

Enter date served and date answer is due

| Party                      | Claim       | Date served | Date answer due |
|----------------------------|-------------|-------------|-----------------|
| Allstate Insurance Company | - Complaint | 3/20/2006   | 4/10/2006       |

Next Clear

**Note:** There is a separate event for service on government agencies, which proposes an answer due deadline 60 days from the service date.

## Step 8

The system will display the final docket text screen and chance to correct any errors in this transaction. If the transaction and the text are correct, click *Next*.

**Service of Process:**  
1:06-cv-00002-CMH-TCB Toloza et al v. Allstate Insurance Company

SUMMONS Returned Executed by Lidia Toloza, Alfredo Toloza as to Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006

(ldab, )

Next Clear

## Step 9

Pressing the Next button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. If the transaction is **not** correct, click **Back** on your browser and make the necessary changes. If the transaction and text are correct, then *Next* to receive a NEF.

**Service of Process:**  
[1:06-cv-00002-CMH-TCB Toloza et al v. Allstate Insurance Company](#)

Docket Text: Final Text  
**SUMMONS Returned Executed by Lidia Toloza, Alfredo Toloza as to Allstate Insurance Company served on 3/20/2006, answer due 4/10/2006 (ldab, )**

**Attention!!** Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

*Source Document Path (for confirmation only):*  
 C:\Users\ldabbene\Desktop\Mailing Label.pdf pages: 1

## Step 10

The system will display the Notice of Electronic Filing (NEF) screen. The NEF is verification that the filing has been filed and sent to all filing users.

**Service of Process:**  
[1:06-cv-00002-CMH-TCB Toloza et al v. Allstate Insurance Company](#)

**Notice of Electronic Filing**

The following transaction was entered on 2/12/2019 at 9:57 AM CST and filed on 2/12/2019

**Case Name:** Toloza et al v. Allstate Insurance Company  
**Case Number:** [1:06-cv-00002-CMH-TCB](#)  
**Filer:** Lidia Toloza  
 Alfredo Toloza

**Document Number:** [4](#)

**Docket Text:**  
**SUMMONS Returned Executed by Lidia Toloza, Alfredo Toloza as to Allstate Ins**

**1:06-cv-00002-CMH-TCB Notice has been electronically mailed to:**

Ted Tunney gvsubmom@aol.com

**Note:** It is the responsibility of the filing user to send paper copies of pleadings and NEF to any non-filing user.