



## United States Bankruptcy Court Middle District of Florida



Karen S. Jennemann  
Chief Judge

Lee Ann Bennett  
Clerk

DATE: April 21, 2015

FROM: US Bankruptcy Court, Middle District of Florida

TO: All CM/ECF Users

SUBJECT: Summons Procedures Effective April 27, 2015

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In advance of implementing E-Orders in CM/ECF, the Court is implementing a change to the way an Alias, Pluries, Third Party and Involuntary Summons is requested and issued. These summonses will no longer be submitted through the e-Orders portals on the Court's Website or through the Proposed Order CM/ECF event currently in use on Judge Funk's cases.

Beginning on Monday, April 27, 2015, these summonses will be requested using new CM/ECF event options in both the Bankruptcy and Adversary menus. For your convenience, we have created a document outlining the summons request processes. It may be viewed on the Court's Website on the Procedures page or by clicking [here](#).

Some key points to remember are:

- The initial summons in an adversary proceeding will continue to be automatically generated - There are no changes to the process.
- Alias and Pluries Summonses will no longer be submitted via the E-Orders Portals.
- Alias and Pluries Summonses will now be generated and docketed via an automated process based on a CM/ECF user submitted text only request entry.
- Third Party or Involuntary Petition Summonses will be submitted via a menu item in CM/ECF. You will need to continue to prepare the form and attach it to the request entry.