

Changes to Procedures for Issuing Summonses in Adversary Proceedings Effective July 26, 2004

The following are the changes for issuing summonses in adversary proceedings:

1. The Clerk's Office will create, issue and docket the summons and notice of a pre-trial conference.
2. Effective July 26, 2004, filers of complaints commencing adversary proceedings no longer need to e-mail the summonses. For adversary proceedings, the e-mail mailbox will be used only to communicate special needs regarding the issuing of a summons.
3. Attorneys are required to set up e-mail notification on the CM/ECF system to receive notification of entries made on the docket, including the docketing of summonses.
4. The Intake Department will coordinate with the judges' chambers regarding obtaining dates for pre-trial conferences. However, if there are special needs regarding the pre-trial conference date, please alert chambers before the adversary proceeding is filed.
5. A filer seeking a second summons must docket the request using a docketing event called **Request for a Second Summons**. The purpose of this event is to provide the Clerk's Office with an efficient method to track and respond to any request for subsequent summonses. This new event does not require a PDF file to be attached during docketing.
6. NOTE: For the Clerk's office to issue a summons in an involuntary case or section 304 ancillary proceeding, the filer must still submit to the Clerk's Office a prepared summons via e-mail to summonsnyb@nysb.uscourts.gov.