

## **Procedures for Issuing Summonses in Adversary Proceedings**

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

1. The Clerk's Office creates, issues and docket the summons and notice of a pre-trial conference.
2. Filers of complaints commencing adversary proceedings do not need to send an e-mail with 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 coordinates 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 event does not require a PDF file to be attached during docketing.
6. A filer seeking a third party summons should prepare the summons using the applicable form available on the Court's website and e-mail the completed summons to [summonsnyb@nysb.uscourts.gov](mailto:summonsnyb@nysb.uscourts.gov). Additionally, the forms for summonses available on the Court's website should be used at the request of the Clerk's office.
7. NOTE: For the Clerk's office to issue a summons in an **involuntary case** or a **chapter 15 case** (where recognition of a *foreign non-main proceeding* is sought), the filer must still submit to the Clerk's Office a prepared summons via e-mail to [summonsnyb@nysb.uscourts.gov](mailto:summonsnyb@nysb.uscourts.gov).