



**Catch the
CM/ECF Wave!**

**U.S. District Court
DISTRICT OF UTAH**

RETURN OF SUMMONS EXECUTED E-FILED BY ATTORNEYS



Attorney User Manual

Civil Events

Initial Pleadings and Service

- [Service of Process](#)
- [Answers to Complaints](#)
- [Other Answers and Responses](#)

Motions and Related Filings

- [Motions](#)
- [Responses and Replies](#)

Other Filings

- [Appeal Documents](#)
- [Discovery Documents](#)
- [Notices](#)
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1. Click on **Service of Process** under **Initial Pleadings and Service**.

Service of Process

- Acknowledgment of Service
- Affidavit of Service
- Certificate of Service
- Petition for Writ of Habeas Corpus ad Prosequendum
- Petition for Writ of Habeas Corpus ad Testificandum
- Return of Service
- Service by Publication
- Summons Returned Executed**

Next

Clear

2. Choose Summons Returned Executed from the drop-down list and click the **[Next]** button.

Service of Process

Case Number

04-530

99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

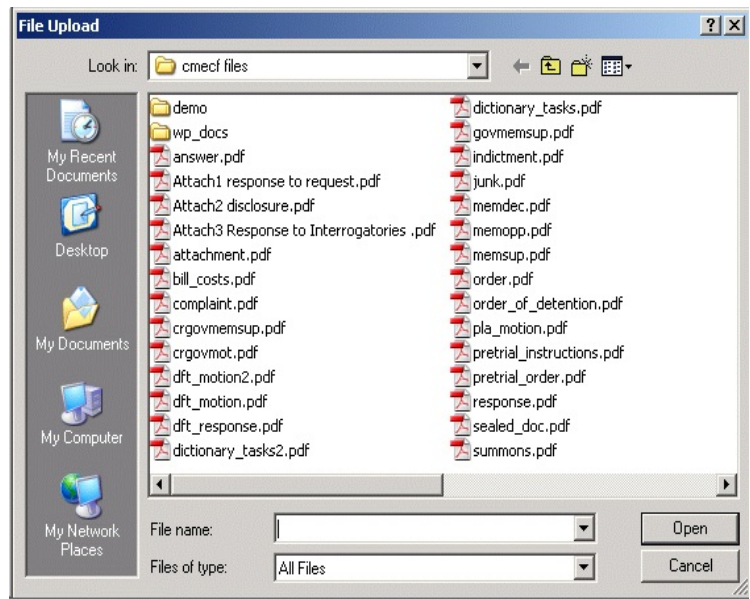
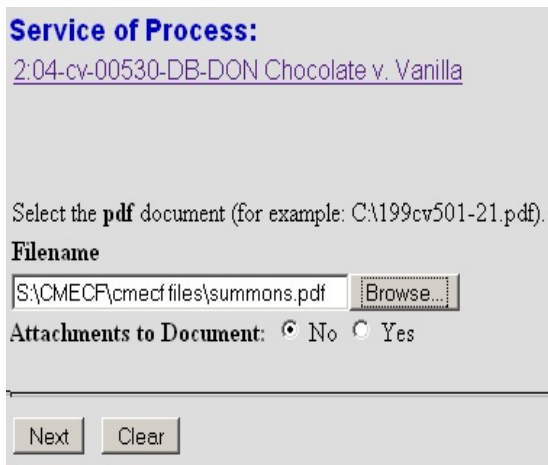
Next

Clear

3. Type in the case number. Click the **[Next]** button.



4. Verify the case number, judge(s) and case name. Click the **[Next]** button.



5. Click on the **[Browse]** button to search for the return of summons in PDF format. Open the document to make sure it is the correct document. When you have found the correct PDF, review the document and then close the screen. Click twice on the file name and the system will automatically associate the PDF document to the service of process event. If there are no attachments, click the **[Next]** button

Service of Process:
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Select the filer.

Select the Party:

Chocolate, Charles [Plaintiff]	Add/Create New Party
Chocolate, Charles [Consol Defendant]	
Koegler, Frank [Consol Plaintiff]	
Vanilla, Vera [Defendant]	

Next Clear

6. Select the filer. (Note: notice the **Add/Create New Party**. This function is not available for use by attorneys). After choosing the filer, click the **[Next]** button.

Service of Process:
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Select the party **SERVED**

Select the Party:

Chocolate, Charles [Plaintiff]	Add/Create New Party
Chocolate, Charles [Consol Defendant]	
Koegler, Frank [Consol Plaintiff]	
Vanilla, Vera [Defendant]	

Next Clear

7. Select the party **SERVED**. (Note: notice the **Add/Create New Party**. This function is not available for use by attorneys). After choosing the party served, click the **[Next]** button.

Service of Process:
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Enter 20 days to answer, unless out-of-state dfts in diversity case, then enter 30 days.
If executed as to USA, use Summons Executed as to the USA event.

Enter 20 or 30:

8. Review the message, and then enter either 20 or 30 days, then click the **[Next]** button.

Service of Process:
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Enter date served and date answer is due

Party	Claim	Date served	Date answer due
Vera Vanilla -	Complaint(filed 08/18/2004)	<input type="text" value="1/18/2005"/>	<input type="text" value="2/7/2005"/>

9. When you enter the 20 or 30 days for answer due date, you will see this screen. Enter the **Date served** and then hit Enter. The **Date answer due** will automatically be calculated by the system and cannot be changed by the attorney. Click the **[Next]** button.

Service of Process:
[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

10. This is a screen you will see in the system between functions. Click the **[Next]** button.

Service of Process:

[2:04-cv-00530-DB-DON Chocolate v. Vanilla](#)

Docket Text: Final Text

SUMMONS Returned Executed by Charles Chocolate as to Vera Vanilla served on 1/18/2005, answer due 2/7/2005. (Dewsnup, Ralph)

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

11. Verify the docket text and, if it is correct, click the **[Next]** button. If it is incorrect, press the **[Back]** button on your browser until you reach the screen that contains the error and make the correction.
NOTE: once you click on the **[Next]** button, the event will be committed and you cannot go back for any reason.

Notice of Electronic Filing

The following transaction was received from Dewsnup, Ralph entered on 1/20/2005 at 3:22 PM MST and filed on 1/20/2005

Case Name: Chocolate v. Vanilla

Case Number: [2:04-cv-530](#)

Filer: Charles Chocolate

Document Number: [17](#)

Docket Text:

SUMMONS Returned Executed by Charles Chocolate as to Vera Vanilla served on 1/18/2005, answer due 2/7/2005. (Dewsnup, Ralph)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1060034973 [Date=1/20/2005] [FileNumber=56098-0]
[19ae998558b9deebae724dbfb7f4025c221ad553ad6b86d11e0ae7cd4b2b4a658cd73
3a32e201f6ba69a2e3d1f5d4d2626f14c94cff5d3655fd033245a4d637d]]

2:04-cv-530 Notice will be electronically mailed to:

Ralph L. Dewsnup ruth_kawashima@utd.uscourts.gov

Samuel S. York cheryl_espinoza@utd.uscourts.gov,

2:04-cv-530 Notice will be delivered by other means to:

12. This is the NEF (**Notice of Electronic Filing**). This shows information re: the document and most especially the information re: service. You will notice there are two categories of service: **1) Notice will be electronically mailed to: and 2) Notice will be delivered by other means to:.** If an attorney has a email address, they will appear in category 1. Please note however - an attorney can have an email address but not be an e-filer. If this is the case, you must serve the opposing party either in person or via first class mail. Service is not effected unless the opposing counsel is an e-filer. For category 2, you must serve the party either in person or via first class mail. Also, note the Case Number and the Document Number. If you click on the Case Number, you will be able to view the docket. If you click on the Document Number, you will be able to see the document and any attachments.

Mailing Information for a Case 2:04-cv-00530-DB-DON

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **Ralph L. Dewsnup (E-Filer)**
ruth_kawashima@utd.uscourts.gov
- **Samuel S. York (E-Filer)**
cheryl_espinoza@utd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

- (No manual recipients)

13. To determine if an attorney is an e-filer click on **Utilities** on the Blue Main Menu Bar. Click on **Mailings** which is under the Miscellaneous heading. Click on **Mailing Info for a Case**. After submitting the case number you will get a screen like the image above. The attorneys who are e-filers will have **(E-Filer)** next to their name.