Summons Requested

Request for Subsequent Summons – Attorney Use Only

Step	Action
1	Adversary
	Notices
2	Enter Adversary Case#
	Click Next
3	At Select the Party:
	Choose the party for whom you are filing the request for subsequent summons
	Click Next
4	At attorney/party association screen:
	Do Not Uncheck the box
	Click Next
	File a Notice:
	13-01001-reg NYS Higher Education v. Cannon
	IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electroni
	Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.
	✓NYS Higher Education, (ptypla) represented by Acosta, Annya (aty)
5	At Available Events:
	Select Request for Subsequent Summons
	Click Next
6	Click Next, again
7	At What type of summons are you requesting?
	Enter the type in the blank docket text box [1 st , 2 nd , 3 rd , Amended Summons, Second
	Amended Summons, Third party summons, etcetera]
	Click Next
	13-01001-reg NYS Higher Education v. Cannon
	What type of summons are you requesting? [Ex. Amended Summons, Second Summons, Third Summons, Amended Summons, Second Amended Summons, Amended Third Party Summons, et
	Next Clear

Step	Action
8	At Docket Text: Modify as Appropriate
	Click Next
	File a Notice:
	13-01001-reg NYS Higher Education v. Cannon
	Docket Text: Modify as Appropriate. Request for a Second Amended Summons filed by Annya Acosta on behalf of NVS Higher Education . (Acosta, Annya)
9	At Docket Text: Final Text
	Click Next
	File a Notice:
	13-01001-reg NYS Higher Education v. Cannon
	Docket Text: Final Text Request for a Second Amended Summons filed by Annya Acosta on behalf of NYS Higher Education. (Acosta, Annya)
	Have you redacted?
	Next Clear
10	Notice of Electronic Filing.
	NOTE TO PUBLIC ACCESS USERS Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30-page limit do not apply.
	U.S. Bankruptcy Court
	Southern District of New York
	Notice of Electronic Filing
	The following transaction was received from Annya Acosta entered on 7/24/2013 at 3:48 PM and filed on 7/24/2013 Case Name: NYS Higher Education v. Cannon
	Case Number: <u>13-01001-reg</u> Document Number:
	Docket Text: Request for a Second Amended Summons filed by Annya Acosta on behalf of NYS Higher Education. (Acosta, Annya)
	The following document(s) are associated with this transaction:
	13-01001-reg Notice will be electronically mailed to:
	Annya Acosta on behalf of Plaintiff NYS Higher Education annya_acosta@nysb.uscourts.gov
	13-01001-reg Notice will not be electronically mailed to:
	Marie Cannon One Bowling Green New York, NY 10004