

Issuance of a Summons in Adversary Proceedings

Auto issuance of a summons

Upon notification of an electronically filed adversary proceeding, the Clerk's Office coordinates with Judges' chambers to obtain a pre-trial conference date and creates and docket the summons and notice of a pre-trial conference. It is the responsibility of the plaintiff or the plaintiff's attorney for timely service of the summons and the filing of the Certificate of Service with the Clerk's Office.

If there are special scheduling circumstances to be considered with regard to assigning the pre-trial conference date, Plaintiff must alert chambers **before** the adversary proceeding is filed.

Attorneys are required to set up e-mail notification on the CM/ECF system to receive notification of entries made on the docket.

Note to self-represented parties: Filers without an attorney are responsible for timely serving the summons and submitting the Certificate of Service to the Clerk's Office for docketing.

Manual issuance of a summons

Filers of third-party complaints, Chapter 15 foreign non-main proceedings, Chapter 7 or 11 involuntary petitions must submit to the Clerk's Office a prepared summons via e-mail to: summons@nysb.uscourts.gov. The applicable forms are available under the U.S. Courts website at www.uscourts.gov, under the Forms & Fees tab.

- **Third Party Summons.** Form [B2500D](#) is available under the U.S. Courts website at www.uscourts.gov, under the Forms & Fees tab.
- **Involuntary case.** Form [B2500E](#) is available under the U.S. Courts website at www.uscourts.gov, under the Forms & Fees tab. A PDF fillable form is also available at www.nysb.uscourts.gov.
- **Chapter 15 foreign non-main proceedings.** Form [B2500F](#) is available under the U.S. Courts website at www.uscourts.gov, under the Forms & Fees tab.

Note: The e-mail mailbox summons@nysb.uscourts.gov is used only to communicate special circumstances to be considered regarding the issuance of a summons.

Request for Subsequent Summons

A Plaintiff seeking an amended or subsequent summons must docket the request using a docketing event called **Request for Subsequent Summons**. The purpose of this event is to provide the Clerk's Office with an efficient method of tracking and responding to any request for a subsequent summons. This event does not require a PDF file to be attached during docketing.

If there is no *Request for Subsequent Summons* on the docket none will be issued.

[Instructions for docketing the Request for Subsequent Summons.](#)