

## **Attorney Instructions for Docketing Civil Returns of Service**

October 10, 2007

This is to guide you in the use of the returns of service events. All of these events are under "Initial Pleadings/Service of Process". If there is no specific event to use, use either the acknowledgment of service, affidavit of service or certificate of service events. Posting of these documents may require scanning and saving in PDF format to upload with the entry.

### **Summons Returned Executed/Summons Returned Executed as to USA**

Docket this event for returns on executed summons. If the summons indicates that the summons/complaint was served by mail, docket this event. If a process server's affidavit states that they served the summons/complaint, docket this event.

### **Summons Returned Unexecuted**

Docket this event for summons that are returned unexecuted.

### **Waiver of Service Executed**

Docket this event when the waiver of service of summons is received. If the Waiver does not indicate the date it was mailed, enter the date it was 1) signed or, 2) filed.

### **Waiver of Service Unexecuted**

Docket this event for waivers that are returned unexecuted.

### **Writ Returned**

Docket this event for returns on writs, executed or unexecuted. It will prompt you for what type of writ the return is being made on.

### **Acknowledgment of Service**

Docket this event when a party acknowledges their receipt of service of documents. This event should also be used to docket a supplemental return attaching the green certified receipt form. This event will allow you to link to entries on the docket.

### **Affidavit of Service/Certificate of Service**

Docket these events for returns that are not on a summons, warrant, writ or signed waiver, or for something we do not have an event for. For example, a return of service on an order to show cause or on a waiver (but no signed waiver is attached). Affidavit of Service should be used when the person who made service is swearing under oath as to the accuracy of the information in the return. Certificate of Service will allow you to link to entries on the docket.

### **Service by Publication**

Docket this event when a return is filed showing service by publication and attach a copy of the legal notice newspaper clipping to this return.