

## SECTION 6.0 SERVICE OF PROCESS

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### 6.1 Overview

To post service of process events, select [Service of Process](#) from the Initial Pleadings and Service menu. A menu of service options will appear. (See also [Appendix A](#) for a complete list of available events). Select the appropriate event shown in the drop down menu. Next, select the case, select the attorney, and select the filer. The user will then be offered the PDF upload screens.

### 6.2 Service of Process

#### (a) Prompt Box

Following the PDF upload screens, the user will see prompt boxes to capture the date service was executed and the name of the party served.

#### (b) Final Posting Screens

See [Section 5.2\(k\)](#).

### 6.3 Acknowledgment / Acceptance of Service

These events are used solely with Habeas cases (2241 and 2254 cases) and INS Petitions for review of administrative orders. The events will prompt the user to set up specific habeas or other response related deadlines.

#### (a) Prompt Box

The user will see Prompt Boxes to capture the date service was executed; name of party served and name of party waiving acceptance of service. This information will be pulled into the docket text.

#### (b) Schedule Screen

The system will also calculate and set a deadline for filing the response to the petition. The date cannot be altered by the user and will be incorporated in the final docket text.

#### (c) Related Documents Screen

The Related Document Screen is used throughout CM/ECF primarily to establish a hypertext link in the current event to previously filed documents. For example, a Declaration in Support of a motion must be linked to the motion.

The Related Documents Screen also serves a secondary function when it becomes necessary to assign a deadline created in the current transaction to a previously filed document. (See [Section 6.3\(e\)](#)) Answers, Appeals, Minute Orders, and Findings & Recommendations are examples of some events that create deadlines which must be

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linked to previously filed documents.

Acknowledgment/Acceptance of Service events must be linked to the Petition **only because** a response to petition deadline must be set. Checking the box by *Does this refer to an existing document in this case?* invokes the screens used to establish a link.

**(d) Document Category Screen**

After selection of the Related Documents box, the user will be prompted to select the category type of the previously filed document. In this example, we will select a cmp type (or Complaint type) for Petition. When the list of documents of the cmp type appear, select the specific document, Petition.

**(e) Assign Screen**

The Acknowledgment/Acceptance of Service event creates a Habeas Petition Answer deadline. After setting the deadline, the user must associate it with the Petition - not the current event Acceptance/Acknowledgment of Service. To accomplish this, deselect the "Create Schedule record for the current entry" and select the "Petition" entry. After hitting "Next" you will see the final posting screens.

**(f) Final Posting Screens**

See [Section 5.2\(k\)](#).