

United States Bankruptcy Court - Western District of Virginia

Reference Guide

Involuntary Certificate of Service

Certificate of Service Executed	
Step	Action
1	Select Bankruptcy > Other > enter the Bankruptcy case number; highlight Involuntary Summons Service Executed . Enter the Bankruptcy case number - Next .
2	Browse and verify the document you wish to attach to this entry. Select that document and click Open to attach the PDF - Next .
3	Select the Party served - Next ; and enter the date the summons was served.
4	Bypass the joint filing with other attorney(s) - Next .
5	Select the party/parties you are representing - Next . Verify docket text - continue docketing. The Notice of Electronic Filing screen appears and your transaction is complete.
Certificate of Service Unexecuted	
1	Select Bankruptcy > Other > enter the Bankruptcy case number; select Involuntary Summons Service Unexecuted .
2	Browse and verify the document you wish to attach to this entry. Select that document and click Open to attach the PDF - Next .
3	Select the Party served - Next . Bypass the joint filing with other attorney(s) - Next .
4	Select the party/parties you are representing - Next . Verify docket text - continue docketing. The Notice of Electronic Filing screen appears and your transaction is complete.