

INSTRUCTIONS FOR ELECTRONIC FILING OF 30-DAY SUMMONS DOCUMENTS IN THE THIRD JUDICIAL CIRCUIT, MADISON COUNTY

File & ServeXpress users who wish to electronically file their summons documents with the Third Judicial Circuit Clerk's office may do so. If you wish to file your 30-Day summons electronically, please take the following steps:

1. Download copies of the Summons Form from the File & ServeXpress Resource Center. The Summons Form is a two-page document and each page is downloaded as its own separate file. The file names are: **Summons Form & Summons Return Form.**

2. You will only need to electronically file the first page of the Summons so that the Circuit Clerk staff can apply their seal to the document. Please fill out the first page of the summons form for each party you wish to be served and merge all of those pages into a single file so that each party you wish to serve is on its own page.

Note: When you are typing your party information in on the first page please take care not to type so that the white space in the center of the page is moved. This is where the Circuit Court seal will appear. The white space is between 6 3/4 inches from the top of the page through 8 3/8 inches

3. Once you have created the Summons form, you will need to create a document called a Summons Service List. This is a document containing a list of parties the summons is to be issued on. The attorney will enter in the document title for this document details on parties issued or not issued the summons (e.g. Summons issued on all defendants except ABC Corp, DEF Corp and GHI Inc).

4. You are now ready to electronically file these documents using File & ServeXpress. In order to ensure that these get identified properly, please use the Document Type **"Summons to Be Issued"** for the Summons form and the Document Type **"Summons Service List"** for the Summons Service List you created.

5. Once the documents are submitted to the Circuit Clerk's office, the staff will review the documents and stamp them as appropriate.

6. After you receive the stamped copies of the Summons Form back from the Circuit Clerk's office, you may print them and combine them with the appropriate Summons Return Form to be sent to the Sheriff for service of process. The Summons Return Form should be filled in with the case specific information as usual.

7. You may electronically file a scanned copy of the Summons Return Form completed by the Sheriff or process server.