

**UNITED STATES DISTRICT COURT
DISTRICT OF UTAH**

CIVIL SUMMONS ISSUED ELECTRONICALLY

1. Counsel will prepare the civil summons using the **court's PDF version** located on the court's website at [http://www.utd.uscourts.gov/forms/AO 440 0408.pdf](http://www.utd.uscourts.gov/forms/AO_440_0408.pdf)
(Note: do not use the WordPerfect version for electronic summons)
2. Counsel will email the prepared summons to the clerk's office:
utdecf_clerk@utd.uscourts.gov
3. Time for e-mailing:
 - a. Summons may be emailed to the clerk's office when the complaint and cover sheet are submitted for case opening. The case number and judge will be added by the clerk's office prior to issuance.
 - b. The summons may be emailed to the clerk's office anytime after the complaint has been entered on the docket.
4. Once the complaint has been entered on the docket, the summons will be issued electronically by the clerk's office and entered on the docket. Access to this entry will be restricted to case participants.
5. Counsel will receive a NEF (Notice of Electronic Filing) with a link to the electronic summons. The summons may then be printed to use for service.