



UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS  
OFFICE OF THE CLERK  
1 COURTHOUSE WAY  
BOSTON, MASSACHUSETTS 02210

**Sarah Allison Thornton**  
CLERK OF COURT

## **NOTICE REGARDING CM/ECF ENHANCEMENTS**

### **CIVIL SUMMONS FORM**

On December 3, 2007, the Clerk's Office will implement a new procedure for the electronic issuing of summons in civil cases through the Electronic Case Files (ECF) system. A general summons for each case which includes the case caption, court seal and electronic signature will be sent to the plaintiffs/attorneys to be completed for service. Plaintiffs/attorneys no longer will need to prepare and submit a summons form with the complaint when a case is filed electronically. The summons form will be attached to the "summons issued" docket entry and a link to the form will be included in the "notice of electronic filing" (NEF).

Prior to service of the summons, the required information (the name and address of each defendant and the attorney/party to be served with the answer) must be added to the summons form for each defendant. This information can be added to the portable document format (PDF) using the typewriter tool in Adobe Acrobat.

For those plaintiffs/attorneys who do not receive notices of electronic filing, a summons form will be mailed to them.

### **ONLINE PAYMENT OF CASE RELATED FEES**

As of January 1, 2007, the Court has accepted credit card payments for case related fees through the ECF system. This is the preferred method of payment for new civil case filing fees, *pro hac vice* fees and fees for Notices of Appeal when filed electronically. In some instances, the required fees are not paid during the electronic filing process. A new event and a new form has been added to provide for payment of a fee separately, if it was omitted during the filing of the fee creating event. A "Notice of Filing Fee Payment" form has been added to the Court's Local Forms page on our web site. This is a PDF fillable form. A corresponding "Notice of Attorney Payment of Fees" event has been added to the "Notices" option under "Other Filings" in the ECF system.

Questions or suggestions regarding the Court's ECF system may be directed to the ECF Help Desk at 866-239-6233 or by e-mail to [ECFhelp@mad.uscourts.gov](mailto:ECFhelp@mad.uscourts.gov).

November 29, 2007

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