

How to complete fillable PDF Forms

Fillable PDF forms must be flattened before filing in CM/ECF. Flattening ensures that the document can be viewed on all devices and prevents others from manipulating or editing the form fields.

Follow the steps below to flatten a completed PDF fillable form:

1. Open fillable form.
2. Add appropriate data.
3. Print the document.
4. Select the PDF printer. (The Adobe PDF printer is installed automatically with Adobe Acrobat. Numerous free PDF printer drivers are available for download from the Internet.)
5. Select OK.
6. Specify location to save the printed, "flattened" version of the form.
7. Select Save.
8. File the flattened form in CM/ECF.

Plaintiff(s)

v.

Defendant(s)

Civil Action No.

SUMMONS IN A CIVIL ACTION

To: (Defendant's name and address)

A lawsuit has been filed against you.

Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are:

If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint.

Click Print to complete the form before filing

Print Save As... Reset