
To get started, log into your NexGen account.

1. Click **Search** on the main menu.



-
2. Type **Summons** in the box.
 3. Click **Search**.



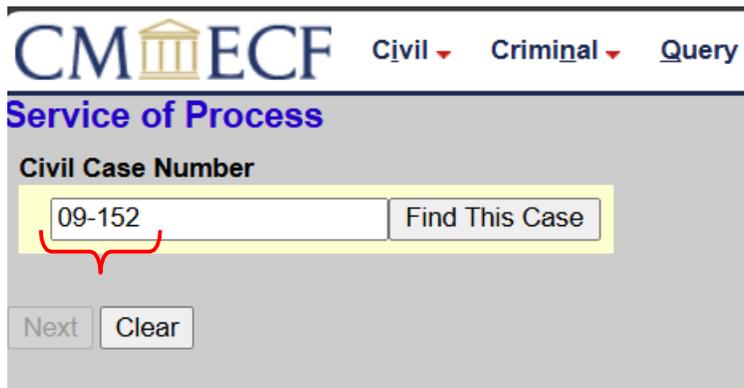
The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

-
4. Click **Summons Submitted (Court Participant)**.

Civil Events → Initial Pleadings and Service → Service of Process



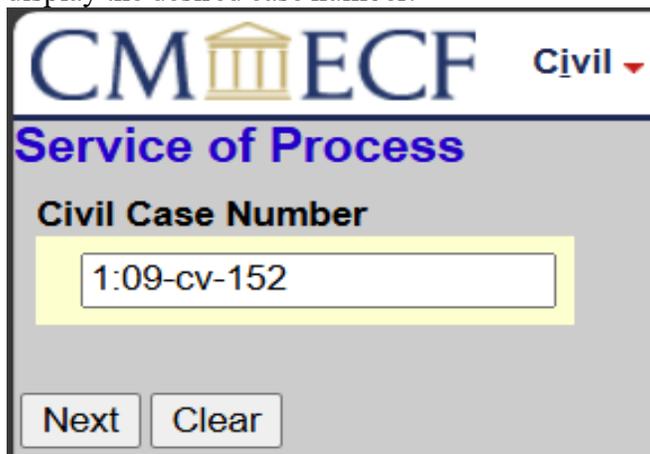
5. Type the case number in the box



The screenshot shows the CM/ECF Service of Process interface. At the top, there is a logo for CM/ECF with a building icon, and navigation links for Civil, Criminal, and Query. Below the logo, the text "Service of Process" is displayed. Underneath, there is a section titled "Civil Case Number" with a text input field containing "09-152" and a "Find This Case" button. A red bracket is drawn under the input field. Below the input field, there are two buttons: "Next" and "Clear".

6. Click **Find This Case** if the **Next** button is grayed out.

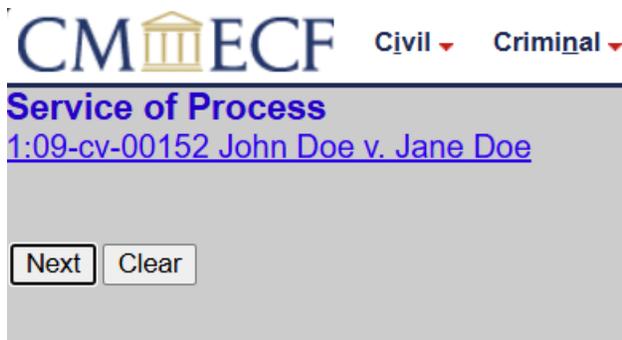
-
7. Wait for the system to find, then display the desired case number.



The screenshot shows the CM/ECF Service of Process interface. At the top, there is a logo for CM/ECF with a building icon, and a navigation link for Civil. Below the logo, the text "Service of Process" is displayed. Underneath, there is a section titled "Civil Case Number" with a text input field containing "1:09-cv-152". Below the input field, there are two buttons: "Next" and "Clear".

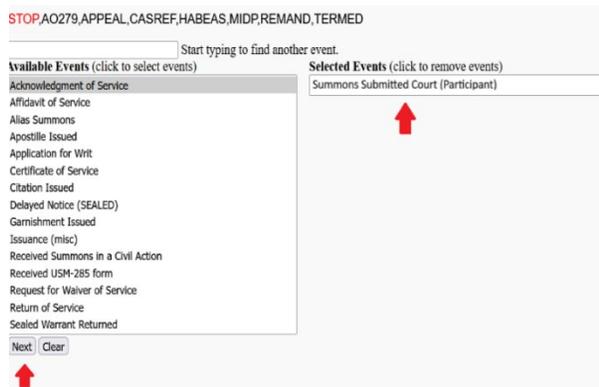
8. Click **Next**.

9. Verify that the correct case number and case title display.



10. Click **Next**.

11. At the Available Events screen, confirm event. Click **Next**.



12. Select the appropriate file. Browse or Choose File.

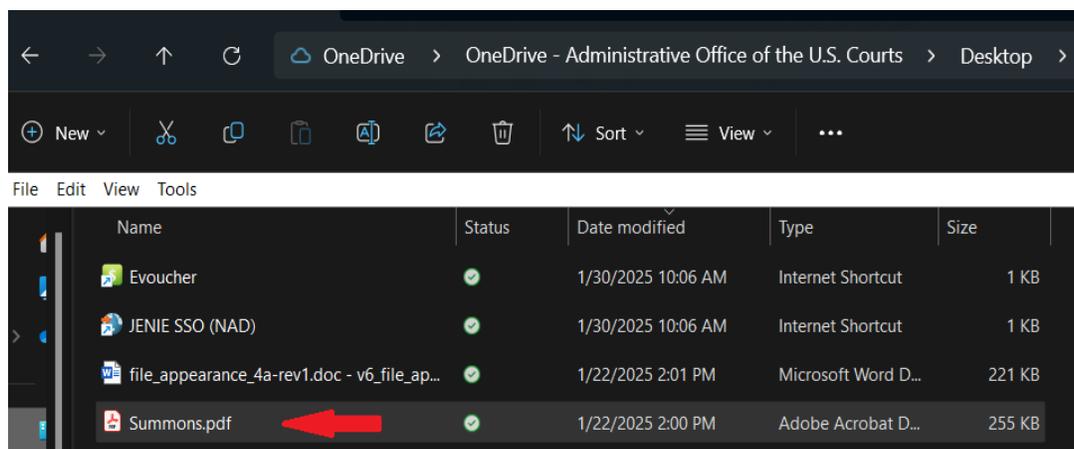
Select the pdf document and any attachments.

Main Document
[Text Field] [Browse...]

Attachments	Category	Description
1. [Text Field] [Browse...]	[Dropdown]	[Text Field]

[Next] [Clear]

13. Click Select your document then click **Open** to upload the file to CM/ECF.



14 Verify that the correct file name displays.

- If correct, click **Next**.
- If incorrect, click your browser's back button and repeat steps 12-13.

Select the pdf document and any attachments.

Main Document
F:\ACMECF - Attorney\CMECF Practice Fi [Browse...]

Attachments	Category	Description
1. [Text Field] [Browse...]	[Dropdown]	[Text Field]

[Next] [Clear]

15 Select the filing party from the list on the right. Click Next.

Service of Process:
1:09-cv-00152 John Doe v. Jane Doe

Pick Filer
Collapse All Expand All

- John Doe pla
- John Doe crd
- Minnie Duck dft
- Harris Bank dft
- John Hathaway pla
- Lulu Rogers pla

Select the filer.....

Select the Party:

- Doe, John [pla]
- Doe, John [crd]

Next Clear New Filer

16 Enter the name of the defendant(s). Click Next.

STOP, AO279, APPEAL, CASREF, HABEAS, MIDP, REMAND, TERMED

Enter the name of the defendant(s):

Next Clear

17 Verify Text. Click Next.

- If not correct, Click the back button and correct the name.

STOP, AO279, APPEAL, CASREF, HABEAS, MIDP, REMAND, TERMED

SUMMONS Submitted (Court Participant) for defendant(s) by Plaintiff John Doe

(tg.)

Next Clear

18 Verify that the docket text is correct. Click Next.

- If incorrect, click your browser's back button and repeat steps 16-17.

STOP, AO279, APPEAL, CASREF, HABEAS, MIDP, REMAND, TERMED

Docket Text: Final Text

SUMMONS Submitted (Court Participant) for defendant(s) by Plaintiff John Doe (tg,)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to continue.

Next Clear

Shown below is a partial sample of the electronic notice of this Submitted Summons. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

United States District Court

Northern District of Illinois - CM/ECF NextGen 1.8 (rev. 1.8.3)

Notice of Electronic Filing

The following transaction was entered on 3/14/2025 at 3:58 PM CDT and filed on 3/14/2025

Case Name: John Doe v. Jane Doe

Case Number: [1:09-cv-00152](#)

Filer: John Doe

Document Number: 488(No document attached)

Docket Text:

[SUMMONS Submitted \(Court Participant\) for defendant\(s\) by Plaintiff John Doe \(tg, \)](#)

19 Finished.