To get started, log into your NexGen account.

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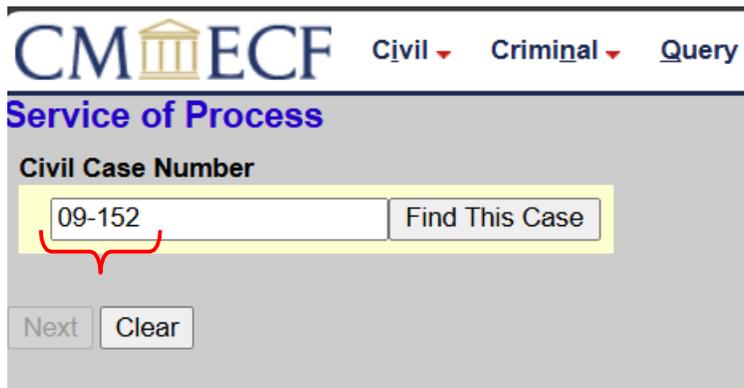

2. Type **Summons** in the box.

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)**.

5. Type the case number in the box

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.
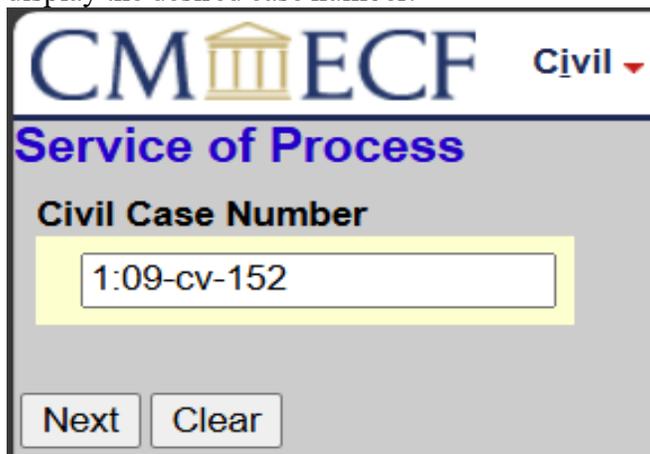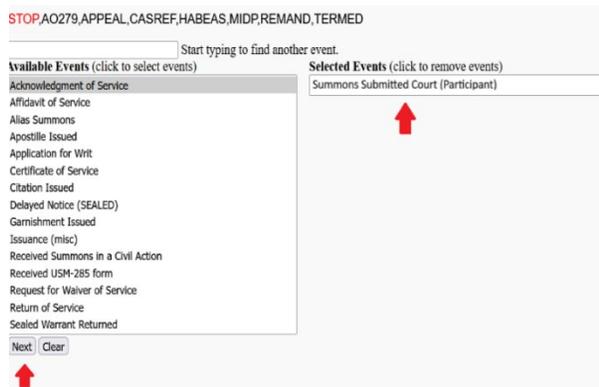
8. Click **Next**.

9. Verify that the correct case number and case title display.
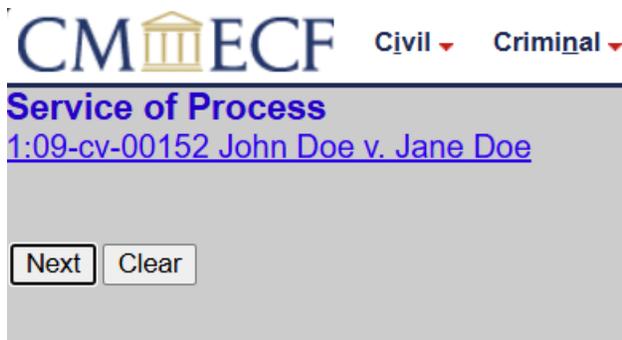
10. Click **Next.**

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

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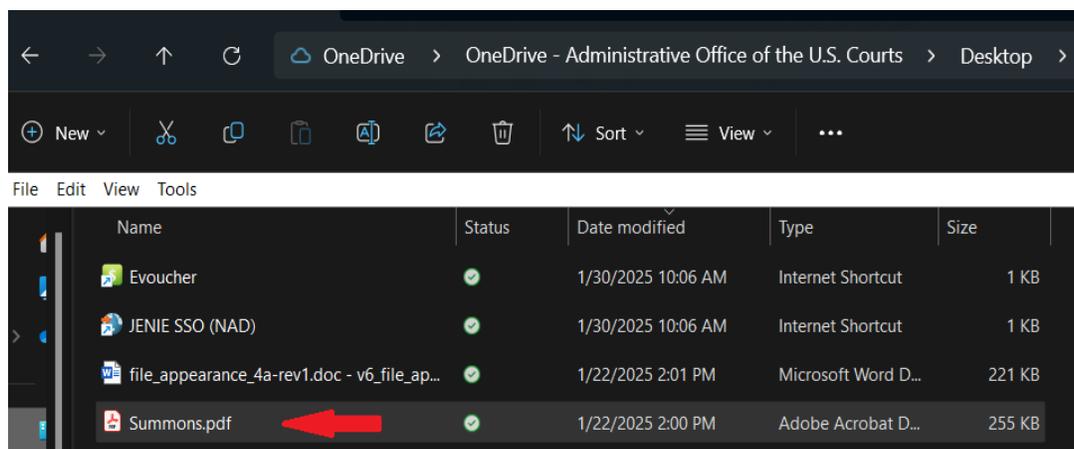

13. Click Select your document then click **Open** to upload the file to CM/ECF.

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.

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

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

17   **Verify Text. Click Next.**
   - If not correct, Click the back button and correct the name.

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 fu
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.