

Rule 7004-2

Summons

(a) Forms. For the Clerk to issue the summons, the plaintiff shall provide the summons as prescribed in Fed. R. Bankr. P. 7004 which shall conform to LBF I. Plaintiff shall present the summons to the Clerk for signature and seal. If the summons is in the proper form, the Clerk shall issue it to plaintiff for service. If the summons is not in the proper form, the Clerk will reject the issuance of the summons. If the complaint is filed by conventional means, the summons must be presented to the Clerk for issuance at the same time the complaint is being filed. If the complaint is filed electronically, the summons must be presented no later than three (3) business days after the complaint has been filed.

(b) Contested matters filed under 11 U.S.C. § 362(a) & (d). If the motion is filed by conventional means, the summons must be presented to the Clerk for issuance at the same time the motion is being filed. If the motion is filed electronically, the summons must be presented no later than one (1) business day after the motion has been filed.