



IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF PUERTO RICO
José V. Toledo Post Office & Courthouse Federal Building
300 Recinto Sur St, Suite 109
San Juan, Puerto Rico 00901

Notice to the Bar and the Public

In Re: Instructions to file an Adversary Proceeding and Issuance of Summons electronically

We are pleased to announce that effective May 16, 2013, our CM/ECF users will be allowed to file adversary proceedings via CM/ECF. Issuance of the summons will be done electronically.

All the steps required to successfully file an adversary proceeding have been documented in the attached captivate video for your easy reference. (http://www.prb.uscourts.gov/training/adv_pro/adv_pro.htm)

1. Once the adversary/complaint is filed, the summons will be issued by the Clerk's Office within the next working day after the filing of the adversary.
2. A separate entry that will read "Summons Issued" per defendant will be generated in the case.
3. The plaintiff will then be required to download the Summons issued and comply with service requirements under Fed. R. Bankr. P. 7004(d).

Should you have any questions or experience any problems while accessing these events you should contact our Help Desk at 787-977-6080.

In San Juan, this 15th day of May, 2013.


María de los Angeles González, Esq.
Clerk of Court