Revised September, 2026

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN

Instructions for Electronically Issued Civil Summons Filed with the Initiating Document

1. Counsel shall prepare the civil summons using the **court's PDF version** located on the court's website, www.wied.uscourts.gov.

    a. Do not use a Word version of the summons.

    b. Additionally, counsel should be certain to click on the "Save as" button located at the bottom of the summons. This will save the summons in a format usable by the Clerk's Office.

2. Counsel shall file the prepared summons as an attachment to the initiating document.

3. Once the initiating document with the summons attached has been entered on the docket, the summons will be issued electronically by the Clerk's Office and docketed in the case.

4. The attorney will receive a notification of electronic filing (NEF) with the issued summons attached.

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    a. Do not use a Word version of the summons.

    b. Additionally, counsel should be certain to click on the "Save as" button located at the bottom of the summons. This will save the summons in a format usable by the Clerk's Office.

2. Counsel shall file the prepared summons using the event "Request for Issuance of Summons" found under the category Issuance and Service of Process.

3. Once the request for issuance has been entered on the docket, the summons will be issued electronically by the Clerk's Office and docketed in the case.

4. The attorney will receive a notification of electronic filing (NEF) with the issued summons attached.