



**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF NEW YORK**

LBB

Lisa Bertino Beaser  
Clerk of Court

Michael T. Powers  
Chief Deputy Clerk

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**NOTICE OF NEW PROCEDURE REGARDING ISSUANCE OF SUMMONS IN  
ADVERSARY PROCEEDINGS**

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Notice No. 14-02

Beginning on August 1, 2014, the plaintiff's attorney will be required to submit a properly prepared Summons, in accordance with the Federal Rules of Bankruptcy Procedure, to be signed by the Clerk of Court. If appropriate, the Clerk will electronically issue the signed Summons to the plaintiff's attorney. The prepared Summons must be electronically filed as an attachment to the Complaint. This change is made in anticipation of the amendment to Federal Rule of Bankruptcy Procedure 7004(e), scheduled to go into effect on December 1, 2014, which will shorten the time during which a summons is valid after its issuance from 14 days to 7.

A Summons should substantially conform to Director's Procedural Form B 250A (Summons in an Adversary Proceeding) or Director's Procedural Form B 250D (Third-Party Summons.) Please refer to [www.uscourts.gov](http://www.uscourts.gov) for these official forms.

Dated: June 26, 2014

LISA BERTINO BEASER  
Clerk of Court