

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
Alexandria Division**

**IMPORTANT INSTRUCTIONS-PLAINTIFF/PLAINTIFF'S COUNSEL
(COMPLAINTS)**

The issuance of this summons and notice of pre-trial conference is made in accordance with Federal Rule of Bankruptcy Procedure 7004 and you are directed to effect service on the defendant(s) within the time prescribed (7 days) and in a manner authorized by said Rule. If service is made by certified mail, a return receipt showing to whom, date and address where delivered must be attached to the Affidavit of Service. Service of a copy of the summons and notice must also be made to the defendant's attorney and to the Interim Trustee in bankruptcy if one has been appointed, or to the United States Trustee if no appointment has yet been made. The affidavit of service must be properly executed under penalty of perjury and the copy of the summons and notice provided herewith for this purpose must be returned to the Court promptly.

Failure to properly comply with these instructions may cause this proceeding to be dismissed. **Please Refer to the Initial Scheduling Order for important deadlines.**

CHARRI S. STEWART

Clerk, U.S. Bankruptcy Court