

- 4.1 Service of Process.** The plaintiff is responsible for completing a summons and arranging service. The clerk is authorized to sign orders specially appointing persons to serve process. Service of a complaint and summons may not be electronic and must be perfected under Federal Rule of Civil Procedure 4.
- (a) Issuance of Electronic Summonses and Subpoenas Authorized.** The clerk is authorized to sign, seal, and issue summonses and subpoenas electronically. Electronically issued summonses and subpoenas may not, however, be served electronically.