

Instructions for completing certificate of service for parties not represented by an attorney or not registered under the electronic case filing system - The certificate of service provides a certification that a document filed with the Court has been served as required by the Federal Rules of Bankruptcy Procedure [hot link] or the Local Bankruptcy Rules [hot link]. This certificate of service should be attached at the end of any document filed with the Bankruptcy Court and should identify, by name and mailing address, each party served. *Please do not include these instructions with your filed certificate.*

Certificate of Service

I Hereby Certify that on [Date of Mailing], a copy of the [Name of Motion or Notice], which was filed in this matter, was mailed, with first class postage prepaid, to all parties listed below or on the attached mailing matrix:

[Signature of Serving Party]
[Printed Name of Serving Party]