

Preparing Certificates of Service

Introduction

Every document electronically filed with the Court should include a Certificate of Service. The information below gives direction on preparing Certificates of Service.

Three Main Sections

Each Certificate of Service should have three main sections, as follows:

- A list of people registered to e-file whom the CM/ECF system will therefore serve electronically;
- A list of people not registered to e-file, whom the filer will therefore serve on paper, with a paper copy of the NEF; and
- The filer's full nine-element signature block.

Note: See page two below for a sample Certificate of Service.

Determining Who Is Registered

To determine who is registered to e-file, take the following steps:

Step	Action
1	Login to the CM/ECF system.
2	Click on <i>Utilities</i> on the main blue menu bar.
3	Click on the <i>Mailings</i> link under the <i>Miscellaneous</i> category.
4	Click on the <i>Mailing Info for a Case</i> link.
5	Enter your case number.
6	Click on <i>Submit</i> .
7	Use the people listed under <i>Electronic Mail Notice List</i> for your Certificate of Service list of people receiving NEFs.
8	Use the people listed under <i>Manual Notice List</i> for your Certificate of Service list of people whom you are serving by mail.

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Preparing Certificates of Service, Continued

**Sample
Certificate of
Service**

The following is a sample certificate of service by NEF and U.S. mail:

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 20____, I will electronically file the foregoing with the Clerk of Court using the CM/ECF system, which will then send a notification of such filing (NEF) to the following:

Jacob Smith
Attorney at Law
123 Main Street
Any Town, VA 22310
jsmithatty@goodlaw.com

And I hereby certify that I will mail the document by U.S. mail to the following non-filing user:

Jane Jones
224 Ivy Lane
Any Town, VA 22214

_____/s/_____
Frank Counsel, Esq.
Virginia bar number 12345
Attorney for John L. Robinson
Counsel and Parker, Attorneys at Law
987 Court Way
Any Town, VA 22315
Phone: 703-555-6745
Fax: 703-555-6746
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