

Electronic Filing and Service of Documents

Service of Process

A certificate of service must be included with all documents filed electronically. Such a certificate must indicate that service was accomplished pursuant to the Court's electronic filing procedures and that the document filed was sent via U.S. mail to any non-filing users. The certificate of service should have the filing user's full nine-element signature block at the bottom of the page. (For further guidance, see the sample Certificate of Service in this manual and the Internet tip sheet on [preparing certificates of service](#).)
