

## Electronic Filing and Service of Documents

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### **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](#).)

In accordance with Fed.R.Civ.P.6(d), service by electronic means is treated the same as service by mail: when a party may or must act within a specified time after service and service is made under Rule 5(b) (2)(C), (D), (E), or (F), three days are added after the period would otherwise expire under Rule 6(a).

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