

# Electronic Filing and Service of Documents

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## 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  
franknstine@service.net

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