

Electronic Filing and Service of Documents – Sample Certificate of Service

**Sample
Certificate of
Service**

The following is a sample certificate of service by U.S. mail or other means:

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. I will then send the document and a notification of such filing (NEF) to the following party via [indicate method of service]:

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
