UNITED STATES BANKRUPTCY COURT

NORTHERN DISTRICT OF FLORIDA

**CERTIFICATE OF SERVICE - EXPLANATION & SAMPLE**

**What is a Certificate of Service/Proof of Service?**

A Certificate of Service is a signed piece of paper that verifies that you have attempted to deliver a document regarding your case to the parties and/or creditors involved in your bankruptcy case.

**Why is a Certificate of Service needed?**

The Certificate of Service confirms that a copy of the document you are filing with the court has been provided to everyone connected with the case or the proceeding. If the papers are not served in the correct way at the correct time, the court cannot proceed with your case or proceeding.

**When is a Certificate of Service used?**

A Certificate of Service must be attached to every document you file in the bankruptcy case or filed after you have served a document at the direction of the court.

**How are documents served?**

The person serving the documents may use the following methods:

- First class, U.S. Mail - Personal delivery

- Overnight mail - Email or fax, if the parties agree to service by that method

**To whom should I serve the documents?**

The general requirements for serving documents in your bankruptcy case are set forth in the Fed. R. Bankr. P. 7004. Neither the Court nor the Clerk's Office staff can tell you who you are required to serve however, as a general rule, any person or entity affected by the document should be served with a copy.

**When should service be executed?**

Service of motions or other documents filed with the court must be performed at the time of filing the document and the Certificate of Service, if not attached to the document, must be filed immediately thereafter.

Service of notices, orders, or other documents as directed by the court should be performed as soon as possible and a Certificate of Service filed with the court within three days.

**Is there a form I should use to create a Certificate of Service?**

Yes. [Local Form 4](http://www.flnb.uscourts.gov/sites/default/files/forms/lf4.pdf) may be used to create a Certificate of Service of a document for which the court has directed that you are to serve (e.g., hearing notices, orders, or other documents). The Certificate of Service of a motion or application, objection, or other pleading should be attached to the back of the document being filed. Sample forms for both types of Certificate of Service follow these instructions.

Sample LF 4 - To be used to file Certificate of Service of documents you are directed by the Court to serve or those which were filed without an attached Certificate of Service.

UNITED STATES BANKRUPTCY COURT

NORTHERN DISTRICT OF FLORIDA

DIVISION

In Re: Case Number:

Chapter:

Debtor Name(s)

Debtor(s)

**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of the foregoing (document name) was served as set forth below:

* **Served via Notice of Electronic Filing (NEF):** The undersigned verifies that the foregoing document was served via NEF on (date) to the below-listed person(s) and entities:
* **Served by U.S. Mail:** On (date) , the undersigned served the person(s) and/or entities listed below via first class mail, postage prepaid, at the addresses listed below or on the attached mailing matrix obtained from the Court’s case management system:

□ Names and addresses of Parties served:

OR

□ See attached mailing matrix.

* **Served by Personal Delivery, Overnight Mail, Facsimile Transmission or Email:** On (date) , the undersigned served each person or entity listed below via the means noted for each:

**Name Manner of Service**

I declare under penalty of perjury that the foregoing is true and correct.

Date:

Signature of Person Certifying Service

Printed Name:

Address:

Phone:

Email:

Sample Certificate of Service to be used as an attachment to filing motions, applications, responses, or other pleadings in a bankruptcy case or adversary proceeding. NOTE: This format may not be used to file a Certificate of Service that is not part of another document.

**CERTIFICATE OF SERVICE**

I hereby certify that a true and correct copy of the foregoing (document name) was served as set forth below:

* **Served via Notice of Electronic Filing (NEF):** The undersigned verifies that the foregoing document was served via NEF on (date) to the below-listed person(s) and entities:
* **Served by U.S. Mail:** On (date) , the undersigned served the person(s) and/or entities listed below via first class mail, postage prepaid, at the addresses listed below or on the attached mailing matrix obtained from the Court’s case management system:

□ Names and addresses of Parties served:

OR

□ See attached mailing matrix.

* **Served by Personal Delivery, Overnight Mail, Facsimile Transmission or Email:** On (date) , the undersigned served each person or entity listed below via the means noted for each:

**Name Manner of Service**

I declare under penalty of perjury that the foregoing is true and correct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Person Certifying Service

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Phone:

Email: