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## CERTIFICATE OF SERVICE

**NOTE:** To prepare the Certificate of Service, it is recommended that you review the mailing information for the case to determine whether an attorney receives service by mail or electronically through cm/ecf. To do so, click on **Utilities/Miscellaneous/Mailings/Mailing Info for a Case**. Type in the case number and the report will display those attorneys who receive mail electronically and those who require manual noticing.

**STEP 1** Click the **Bankruptcy** or **Adversary** hyperlink on the ECF Main Menu (See Figure 1)

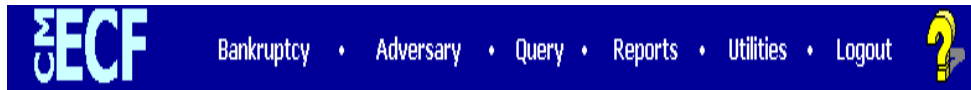


Figure 1

**STEP 2** Select **Other** from **Bankruptcy or Adversary Events**

**STEP 3** Enter **Case Number**, click [NEXT]

**STEP 4** Select **Certificate of Service** from drop down box, click [NEXT]

**STEP 5** Joint Filing with Other Attorney(s), place a checkmark in the box for yes and click [NEXT], if no, just click [NEXT]

☛ *TIP - If the joint filer's name is not listed in the pick list, they will need to file a notice of appearance in the case and then their name will appear in the pick list.*

**STEP 6** The **PARTY SELECTION** screen displays

- Select the party you are representing from the list
- Click [NEXT]

**STEP 7** The **PARTY ASSOCIATION** screen displays (*optional*)

- Click the association check box to create a link between you and the filing party.
- Click **[NEXT]**

**STEP 8** Attach PDF Document, click **[NEXT]**

**STEP 9** Select the **Event** (Pleading) related to the Certificate of Service; click **[NEXT]**

**STEP 10** Click **[NEXT]**

**STEP 11** **Final Docket text appears**, review for accuracy.

SAMPLE DOCKET TEXT

Certificate of Service filed by Debtor John Smith (related document(s) Motion to Dismiss) (Attorney, Joe)

- Click **[NEXT]**

**STEP 12** **Notice of Electronic Filing** screen appears.