

CERTIFICATE OF SERVICE

Use this form to show that a document (other than a summons and complaint) was served (sent or delivered) to an opposing party, in accordance with Federal Rule of Civil Procedure 5.

Case Name: _____

Case Number: _____

What document was served? *[Write the full name or title of the document or documents, e.g., "Plaintiff's Opposition to Defendant's Motion for Summary Judgment."]*

Title(s): _____

How was the document served? *[check one]*

- Placed in U.S. Mail
- Hand-delivered
- Sent for delivery (e.g., FedEx, UPS)
- Sent by fax (if the other party has agreed to accept service by fax)

To whom was the document sent? *[For each person who was sent the document, write the full name and contact information used. Usually, this will be the lawyers for the opposing parties.]*

When were the documents sent? _____

Who served the documents? *[Whoever puts it into the mail, faxes, delivers or sends for delivery should print his/her name, address and sign. You can do this yourself.]*

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

Signature: _____

Name: _____

Address: _____