

## **Filing Certificates of Service**

May 18, 2020

Certificates of Service must be signed and include the names and addresses of all parties served, give the name of the document(s) served, indicate the type of service (whether by regular mail or email) for each party, and include the date served. See [Local Rule 9013-3](#).

- If parties were served electronically, you must state the party that was served electronically and include the electronic mailing address.
- If parties were served by U.S. mail, you must state the party that was served by U.S. Mail and include the mailing address.
- You cannot simply state parties were served electronically **OR** by U.S. Mail without indicating the type of service for each party. When service was made electronically **AND** by U.S. Mail, you should state, "these parties were served electronically (followed by each person's email address), and these parties were served by U.S. Mail (followed by each person's name and address OR state as indicated on the attached official mailing matrix)."

If the matrix is served, the filer must attach to the Certificate of Service a copy of the Court's current official mailing matrix from CM/ECF.

- The current mailing matrix can be found in CM/ECF by selecting **Reports > List of Creditors > Enter Case Number > select Format 3 columns > Run Report**.
- An official mailing matrix displays "**Label Matrix for local noticing**" on the top left corner and includes the office number (1126-1, 1126-7, etc.), the case number, and the date and time generated.
- The official mailing matrix attached must be dated same day service was made.

## **Service of Motions under Rule 9014**

Please remember that for all contested matters not otherwise governed by the Federal Rules of Bankruptcy Procedure (the "Rules"), [Rule 9014](#) requires that the motion or request be served in compliance with Bankruptcy [Rule 7004](#).

- Without limitation, corporations must be served as required under [Rule 7004\(b\)\(3\)](#) on an officer, managing or general agent, or on any agent authorized by appointment or by law to receive service of process.
- Service of a corporation at a P.O. Box to which payments are sent is NOT sufficient under Rule [7004\(b\)\(3\)](#).
- Further, under [Rule 7004\(h\)](#), FDIC insured depository institutions must typically be served by certified mail addressed to an officer of the institution unless represented by an attorney. If they are represented by counsel, they can be served via regular U.S. Mail or electronically.