

CERTIFICATE OF SERVICE

1 *Use this form to show that a paper or document (other than a complaint) was served (sent or
2 delivered) to an opposing party in accordance with Federal Rule of Civil Procedure 5.
3 A different form is needed to serve a complaint under Federal Rule of Civil Procedure 4.*

4 **Case name:** _____

5 **Case number:** _____

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

8 Title(s): _____

9
10 **How was the document served?** (Check one.)

- 11 Placed in U. S. Mail
12 Sent by fax
13 Hand-delivered
14 Sent by delivery service (e.g., FedEx or UPS)

15 **To whom was the document sent?** (Write the full name, address, and fax number of everyone
16 who was sent the document. Usually, they will be the lawyers for the opposing parties.)

17 _____
18 _____
19 _____

20 **When were the documents served?** (When were they mailed, faxed, or delivered?)

21 Date: _____

22 **Who served the documents?** (Whoever puts it into the mail, faxes, hand-deliveres, or sends by
23 delivery service should print his/her name, address and sign. You can also do this yourself.)

24 I declare under penalty of perjury under the laws of the United States of America that the
25 information in this certificate of service is true and correct.

26 Signature: _____

27 Printed name: _____

28 Address: _____