



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**  
www.mdb.uscourts.gov

**CERTIFICATES OF SERVICE**

(for Unrepresented Parties Serving by Mail)

**Local Bankruptcy Rules 7005-2 and 9013-4 require a certificate of service for all pleadings, motions, notices, objections or other papers filed with the court.**

**DESCRIPTION:** A certificate of service is a written statement filed with the Court establishing that you mailed copies of a particular pleading to *all* appropriate parties, such as the trustee and specific creditors. See Local Bankruptcy Rule 9013-5 and Federal Bankruptcy Rule 7004 for additional guidance.

**INSTRUCTIONS:** The certificate of service must be included with the pleading you are filing and signed by you. Certificates of service are normally filed as an attachment to the document being served, so they do not require a separate caption. If a certificate of service is filed on its own, however, a caption must be included. [Sample captions](#) can be found on the Court's website.

The certificate of service must state the following:

- The date and the method of service (e.g., first class mail);
- The names and addresses of the persons served; and
- If a person being served is not a party to the case, the recipient's relationship to a party or to the case. For example, if you send a pleading to an attorney for a creditor, you will need to include the name of the creditor they represent.

**EXAMPLE:**

**CERTIFICATE OF SERVICE**

I hereby certify that on the \_\_\_\_ day of \_\_\_\_\_, 2016, a copy of [insert name of document being served] was mailed first class mail, postage prepaid to:

Harry Brown, Esq., Counsel for creditor John Doe  
101 Somewhere Ave.  
Hometown, MD 20850

John Doe  
101 Main Street  
Hometown, MD 20850

Julian Mayfair, Chapter 13 Trustee  
103 Somewhere Ave  
Hometown, MD 20850

Signature  
[Type or print your name]