



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

CERTIFICATES OF SERVICE

(for Attorneys and Other Authorized CM/ECF Users)

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 served copies of a particular pleading on *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 by mail;
- If the person being served is not a party to the case, the recipient's relationship to a party or to the case;¹ and
- The names of each person to be served through CM/ECF including a statement that service was made via CM/ECF.²

A sample form certificate of service follows on the next page

¹ 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.

² The party executing the certificate of service is responsible for ensuring that all persons listed as being served via CM/ECF are registered to receive CM/ECF notice in that case, or service must be effectuated by other appropriate means. See Local Bankruptcy Rule 7005-2(c)(1). To identify which parties are registered to receive electronic service of documents filed with the Court, please check the following menu items in CM/ECF:

Utilities → Mailings → Mailing Info for a Case

EXAMPLE

CERTIFICATE OF SERVICE

I hereby certify that on the ____ day of _____, 2016, I reviewed the Court's CM/ECF system and it reports that an electronic copy of the [insert name of document being served] will be served electronically by the Court's CM/ECF system on the following:

Julian Mayfair, Chapter 13 Trustee

Johnny Dougherty, Esquire

Mary Frances Brown, Esquire

I hereby further certify that on the ____ day of _____, 2016, a copy of the [insert name of document being served] was also 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 20815

Janice Doefield
101 Off Main Street
Hometown, MD 20815

Signature
[Type or print your name]