

GUIDE TO CREATING SERVICE LISTS AND FILING CERTIFICATES OF SERVICE

A. Prior to preparing your Certificate of Service or service list, determine who you are required to serve. Depending on the type of pleading, serve:

- ◆ Parties in Interest;
- ◆ Chapter 11 Parties in Interest;
- ◆ Limited Notice (**only when ordered by the Court**) and Parties in Interest; or
- ◆ **All Creditors and** Parties in Interest.

1. Parties in Interest, per LBR 9001-1(3):

Reports or Utilities

Mailings

Mailing Info for a Case

Case Number

Highlight the parties with addresses from the Manual Notice List

Copy and paste to your Certificate of Service

Add the Debtor(s) to your Certificate of Service if they do not receive electronic notice.

2. Chapter 11 Parties in Interest (including the 10 Largest Unsecured Creditors if a Creditors Committee has not been appointed):

Reports or Utilities

Mailings

Mailing Info for a Case

Case Number

Highlight the parties with addresses from the Manual Notice List

Copy and paste to your Certificate of Service

Add the Debtor(s) to your Certificate of Service if they do not receive electronic notice.

3. Limited Notice: **Note: This is only done by Order of the Court.*

Reports or Utilities

Mailings

Mailing Labels by Case

Case Number

Deselect ALL participants

Participants Box:

Select the "blank" space under participants. ***Note: The Debtor(s) are on this list.**

Creditors Box:

Select only (depending on what the Court ordered) for example: Limited Notice or Creditors Who Have Filed Claims.

Print format defaults to 3 column, only

Next

4. Service on ALL Creditors AND Parties in Interest:

Reports or Utilities

Mailings

Mailing Labels by Case

Case Number

Check the ALL box (*Select ALL participants for case*)

Print format defaults to 3 column, only

Next

***Note: The Debtor(s) are included on this list.**

B. Effective February 5, 2007, when service is being made on all creditors and parties in interest, **the most current mailing list from CM/ECF must be included as part of your Certificate of Service.**

Chambers prefers this list be appended to your Certificate of Service, but you may attach it if you are unable to append.

1. To obtain the most current mailing list, see Page 1.

2. To **append** the most current mailing list to your Certificate of Service:

- Open mailing labels in CM/ECF (as described in Steps 2, 3, or 4)
- Select the printer icon in the left-hand corner (below CM/ECF)
- Select the Printer Name down arrow and highlight Adobe PDF
- Select OK
- Name the mailing labels
- Select Save
- Mailing labels will open in Adobe
- Select "Document" and click on "Insert Pages"
- "Select File to Insert" screen opens
- Browse and highlight your Certificate of Service, click "Select"
- "Insert Pages" screen appears, asking for the location of the document you are inserting. Select "Before" and the Certificate of Service will be inserted before the mailing labels.
- Select OK
- Save the Certificate of Service with appended mailing labels

3. To **attach** the most current mailing list to your Certificate of Service:

Save this list as a PDF image.

When filing the Certificate of Service in CM/ECF, select "Yes" for attachments and:

1. Browse for your mailing list image
2. Type - use the drop down box and choose "Mailing List"
3. Add to List

Next

Proceed to select your party, et al.

C. Suggested wording for Certificates of Service.

A copy of any pleading filed must be mailed to parties required to be served, but who DO NOT receive electronic notice. Suggested wording:

"Service was made by United States mail, postage prepaid, directed to the address of record of anyone who was not served electronically by the United States Bankruptcy Clerk as indicated below or attached."