

Name of Attorney/Filing Party
Firm/Company Name
Address Line 1
Address Line 2
City, State, Zip
Phone number
Email address

Attorney for: Name of Filing Party

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA**

In re:		<u>Bankruptcy Case No.:</u> <u>Docket Control Number:</u> <u>Hearing Information (if applicable):</u> Hearing Date: Hearing Time: Location: Judge:
	Debtor(s)	
v.	Plaintiff(s)	<u>Adversary Proceeding No. (if applicable):</u> <u>Docket Control Number:</u> <u>Hearing Information (if applicable):</u> Hearing Date: Hearing Time: Location: Judge:
	Defendant(s)	

CERTIFICATE OF SERVICE OF

SUMMARY OF DOCUMENTS SERVED (EX: MOTION FOR RELIEF FROM STAY AND SUPPORTING PLEADINGS)

I, the undersigned, certify and declare:

1. **Personal knowledge.** I am over the age of 18 years and not a party to the above-entitled case.
2. **Status.** I am ☐ an attorney of record in this case/adversary proceeding, **or** ☐ trustee, **or** ☐ my business/employer is _____ and my ☐ business address **or** ☐ mailing address if not a business is: _____.
3. **About the Case/Proceeding.** (Check at least one type of case/proceeding and as many subheadings thereunder as applicable.)

<p><input type="checkbox"/> Chapter 7 case (indicate below if subject to limited noticing; check all that are applicable.)</p> <p><input type="checkbox"/> Rule 2002(h) Limited Noticing. Fed. R. Bankr. P. 2002(h); LBR 2002-3. (Check all that are applicable.)</p> <p><input type="checkbox"/> One of the following applies: (1) This is a voluntary asset case and at least 70 days have elapsed since the order for relief; (2) This is an involuntary asset case and at least 90 days have elapsed since the order for relief; (3) This is a no asset case and at least 90 days have elapsed since the mailing of the notice of time for filing claims under Fed. R. Bankr. P. 3002(c)(5).</p> <p><input type="checkbox"/> This case is subject to an order limiting service. Fed. R. Bankr. P. Rule 2002(m). The order limiting service is docketed at ECF no. ____.</p> <p><input type="checkbox"/> Chapter 9 case (indicate below if subject to limited noticing)</p> <p><input type="checkbox"/> This case is subject to an order limiting service. Fed. R. Bankr. P. 2002(m). The order limiting service is docketed at ECF no. ____.</p> <p><input type="checkbox"/> Chapter 15 case</p>	<p><input type="checkbox"/> Chapter 12 or 13 case (indicate below if subject to limited noticing; check all that are applicable.)</p> <p><input type="checkbox"/> Rule 2002(h) Limited Noticing. This case is subject to limited noticing because at least 70 days have elapsed since the order for relief. Fed. R. Bankr. P. 2002(h); LBR 2002-3.7</p> <p><input type="checkbox"/> Rule 3015(h) Limited Noticing (post-confirmation plan modification only). This case is subject to limited noticing because the debtor(s) has confirmed at least one plan and the modified plan filed herewith neither lengthens the term of, nor diminishes the dividend due general unsecured creditors, from the most recently confirmed plan. Fed. R. Bankr. P. 3015(h); LBR 3015-1(d)(3).</p> <p><input type="checkbox"/> This case is subject to an order limiting service. Fed. R. Bankr. P. 2002(m). The order limiting service is docketed at ECF no. ____.</p> <p><input type="checkbox"/> Chapter 11 case (indicate below if subject to limited noticing)</p> <p><input type="checkbox"/> This case is subject to limited noticing because one or more creditors/equity holders committees have been appointed. Fed. R. Bankr. P. 2002(i); LBR 2002-4.</p> <p><input type="checkbox"/> This case is subject to an order limiting service. Fed. R. Bankr. P. 2002(m). The order limiting service is docketed at ECF no. ____.</p> <p><input type="checkbox"/> Adversary Proceeding</p>
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4. **About the Documents Served**

On _____, 20____, by the method(s) specified below, the following documents were served (list in the space provided):

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or ☐ those documents described in the list appended hereto and numbered **Attachment 4**.

5. Who is Being Served:

<ul style="list-style-type: none"> □ Debtor(s) □ Debtor's attorney(s) □ Trustee □ U.S. Trustee □ 20 largest creditors □ Attorneys of record who have appeared in the BankruptcyCase, the Adversary Proceeding, or contested matter. □ Plaintiff(s) □ Defendant(s) 	<ul style="list-style-type: none"> □ All creditors and parties in interest □ Creditors that have filed claims □ Administrative claimants □ Creditors holding allowed secured claims □ Creditors holding allowed priority unsecured claims □ Creditors holding leases or executory contracts that have been assumed □ All committee members □ Equity security holders □ Persons who have filed a Request for Notice □ Other Party(ies) in interest (see Attachment 5A)
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or □ those parties in interest described in the list appended hereto and numbered **Attachment 5**.

6. How Service is Accomplished

A. ☐ **Rule 7004 Service.** *(Check at least one, if applicable.)*

Service was effected on those persons listed below by placing a true and correct copy of the document(s) served in a sealed envelope, first class mail, postage prepaid in the United States Postal Service (or in a place designated by the law firm or trustee for outgoing mail prior to the last regular pick up of outgoing mailing for the day) for each of the persons listed below. Fed. R. Bankr. P. 7004(b). A list of the persons served, including their name/capacity to receive service, and address is appended hereto and numbered **Attachment 6A**.

B. ☐ **Rule 5 and Rules 7005, 9036 (when Rule 7004 service is not required) Service** (*Check at least one, if *****applicable.*)

1. ☐ **Electronic Service on Registered Users of the Court's Electronic Filing System.**

Service on those parties in interest, listed below, will be effected by filing those documents, listed above, with the Clerk of the Court. Fed. R. Bankr. P. 9036, 7005; Fed. R. Civ. P. 5(b). Electronic service on registered users of the electronic filing system is not permitted for pleadings or papers that must be served in accordance with Fed. R. Bankr. P. 7004. A copy of the Clerk's Electronic Service Matrix applicable to this case and/or adversary proceeding is appended hereto and numbered **Attachment 6B1**.

2. ☐ **U.S. Mail**

Service on those parties, listed below, was effected by placing a true and correct copy of the document(s) served in a sealed envelope, first class mail, postage prepaid in the United States Postal Service (or in a place designated by the law firm or trustee for outgoing mail prior to the last regular pick up of outgoing mailing for the day) for each of the persons indicated below. Fed. R. Civ. P. 5(b)(2)(c); FRBP 9014.

- ☐ **Clerk's Matrix of Creditors.** A copy of the matrix of creditors maintained by the Clerk of the Court as applicable to this case and/or adversary proceeding is appended hereto and numbered **Attachment 6B2**. Such list shall be downloaded not more than seven days prior to the date of filing of the pleadings and other documents and shall reflect the date of downloading. WARNING: If "raw data format" of the Clerk's Matrix of Creditors is Attachment 6B2, the signer of the Certificate of Service hereby swears that no changes to the matrix have been made except (1) formatting; and/or (2) "X" ing out of person not served. Such list shall be downloaded not more than seven days prior to the date of filing of the pleadings and other documents and shall reflect the date of downloading.

- ☐ **List Other Than the Clerk's Matrix of Creditors.**

Where service by U.S. Mail is effected on six or fewer parties in interest, parties may (but need not) use a service list. A copy of the custom service list is appended hereto and numbered **Attachment 6B2**.

3. ☐ Other Methods of Service

Specify the means of delivery. Fed. R. Civ. P. 5 (b)(2) (A)-(F). A list of those persons so served and the addresses at which they are served is appended hereto and numbered **Attachment 6B3**.

I swear or certify under penalty of perjury that the foregoing is true and correct.

Executed on _____, 20____, at _____
City State

Print Name _____

Signature