



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MARYLAND
CM/ECF Attorney Training Module**

CERTIFICATE OF SERVICE FILING GUIDE

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.

CM/ECF Events: Certificate of Service under Miscellaneous

Notes: The certificate of service must be included with the pleading you are filing and must be signed. 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](#))

Tip: You may file the matrix or list of service recipients as a Support Document under Miscellaneous, with linkage to the related pleading, if you forget to attach it to the certificate.

FILING REQUIREMENTS

Standard Certificate of Service (Self-Drafted)

- ✓ The date of service and title of pleading being served
- ✓ The names of each party to be served through CM/ECF
- ✓ The names and addresses of the parties served by mail (attach service list or Court's current official mailing matrix if necessary)

LBF M-1 (for Chapter 13 Plans)

- ✓ Must be filed with all filed plans, amended plans, and proposed modified plans
- ✓ Option A and B do not require service
- ✓ If Option C selected, you must attach a matrix or list of service recipients

FORMS AND SAMPLES

A sample form for a Certificate of Service. It includes fields for 'To: Case No.', 'Date: Chapter 7', and 'By: [Name]'. It contains a section for 'CERTIFICATE OF SERVICE' with instructions on how to use the form and a signature line.

Certificate of Service

A sample form for Local Bankruptcy Form M-1, titled 'CERTIFICATE OF SERVICE OF CHAPTER 13 PLAN'. It includes fields for 'Debit' and 'Credit No. Chapter 13'. It contains a section for 'CERTIFICATE OF SERVICE OF CHAPTER 13 PLAN' with instructions and a signature line.

Local Bankruptcy Form M-1

A sample form for a Certificate of Service of Summons. It includes fields for 'To: Case No.', 'Date: Chapter 13', and 'By: [Name]'. It contains a section for 'CERTIFICATE OF SERVICE OF SUMMONS AND SUMMONS' with instructions and a signature line.

Certificate of Service of Summons