

## CERTIFICATE OF SERVICE

Updated 12/1/2021

Description: This process shows the steps required for an external user to complete a Certificate of Service on CM/ECF.

**STEP 1** – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

**STEP 2** – The BANKRUPTCY EVENTS screen displays.

- Click on the **Other** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

**STEP 3** – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the [**Next**] button.

**STEP 4** – The EVENTS screen displays.

- Select the desired event, for this example, "**Certificate of Service**," from the list of events.
- Click the [**Next**] button.

**STEP 5** – The JOINT FILING screen displays.

- Click in the box if document is being filed with another attorney.
- Click the [**Next**] button.

**STEP 6** – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list, **[Next]**.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.
- Click the **[Next]** button.

**STEP 7** – The ASSOCIATION screen appears.

- Click box to associate filing attorney with the filing party.
- Click the **[Next]** button.

**STEP 8** – The DOCUMENT CATEGORY screen displays.

- Select the category of the document you have noticed. When two or more documents are being served, such as an objection to claim and a passive notice hearing, click and highlight **claims** and **notice** while holding down the **[Ctrl]** key.
- Click the **[Next]** button.

**STEP 9** – The SELECT THE RELATED EVENT screen displays.

- If the document you noticed does not appear on this screen, click **[Back]** and highlight the entire category box. This will allow all documents to be displayed and should allow you to select the relating document.
- Find the document you noticed on this screen and associate it by placing a check in the applicable box.
- Click the **[Next]** button.

**STEP 10** – The SERVICE REQUIREMENT screen displays.

- This screen allows you to indicate whether some or all of the notice was made by Notice of Electronic Filing (NEF). For documents where notice must be provided pursuant to Rule 7004, the document must be conventionally noticed, and the filer must file a PDF certificate of service. A PDF certificate of service will also be required if notice was only partially made by NEF.
- Select the radio button, **Service required pursuant to FRBP 7004 or Service NOT required pursuant to FRBP 7004.**
- If **Service required pursuant to FRBP 7004**, continue with **STEP 11**. If **Service NOT required pursuant to FRBP 7004**, skip to **STEP 13**.

- Select **[Next]**.

**STEP 11** – The FILE NAME/CHOOSE FILE screen displays.

- Select choose file and select the .pdf file to associate with this event. If there are no attachments, select the **[Next]** button.

**STEP 12** – The VERIFICATION screen displays with the debtor’s name and case number.

- Verify this is being filed in the correct case.
- Click the **[Next]** button.
- Skip to **STEP 17** and review Sample Docket Test 1.

**STEP 13** – The NOTICING TO PARTIES screen displays.

- Select the radio button, **All notices made by NEF or Notices made by NEF and Mail**.
- If **All notices made by NEF** is selected, continue with **STEP 14**. This is text entry only. No .pdf required.
- If **Notices made by NEF and Mail** is selected, continue with **STEP 15**. This event requires a .pdf.
- Select **[Next]**.

**STEP 14** – The VERIFICATION screen displays with the debtor’s name and case number.

- Verify this is being filed in the correct case.
- Click the **[Next]** button.
- Skip to **STEP 17** and review Sample Docket Test 2.

**STEP 15** – The FILE NAME/CHOOSE FILE screen displays.

- Select choose file and select the .pdf file to associate with this event. If there are no attachments, select the **[Next]** button.

**STEP 16** – The VERIFICATION screen displays with the debtor’s name and case number.

- Verify this is being filed in the correct case.
- Click the **[Next]** button.
- Continue to **STEP 17** and review Sample Docket Test 3.

**STEP 17** – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

**NOTE:** If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

**Sample Docket Text 1: Final Text when Service required pursuant to FRBP 7004 was selected.**

**Certificate of Service RE: Order on Motion to Incur Debt. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [13]). (Attorney, Bill).**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

**Have you redacted?**

**Sample Docket Text 2: Final Text when Service NOT required pursuant to FRBP 7004 and All notices made by NEF.**

**Certificate of Service RE: Order on Motion to Incur Debt. Pursuant to SC LBR 9013-3, all parties required to receive notice have received notice by Notice of Electronic Filing. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [13]). (Attorney, Bill).**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Have you redacted?

**Sample Docket Text 3: Final Text when Service NOT required pursuant to FRBP 7004 and Notices made by NEF and Mail is selected.**

**Certificate of Service RE: Order on Motion to Incur Debt. The filing party has verified that parties required to receive notice have received notice by Notice of Electronic Filing and has provided notice to other parties listed in the attached Certificate of Service. Filed by Bill Attorney on behalf of Joe Debtor. (related document(s) [13]). (Attorney, Bill).**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

Have you redacted?

**STEP 18** – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.