

CERTIFICATE OF SERVICE

A **Certificate of Service** (sometimes called Proof of Service) is a document filed with the Court to show how you served a copy of your filing to the parties who are entitled to receive it. Providing copies of the filings by serving them is a critical step because it gives everyone notice of what you are asking from the Court.

A Certificate of Service should tell the Court:

-  What did you serve?
-  Who did you serve?
-  How was it served?
-  Where was it mailed?
-  When was it mailed?

Why is a Certificate of Service Required?

Local Bankruptcy Rule 2002-1 *requires that*, in addition to the requirements of any other applicable rule governing service, and unless otherwise ordered by the Court, a copy of all motions, pleadings, applications, petitions, and other papers filed in a bankruptcy case or in an adversary proceeding be served and ***a certificate of service be filed evidencing such service.***

Depending on the document you are filing, you may need to serve:

- The debtor,
- The Case Trustee and U.S. Trustee
- Creditors,
- Parties-in Interest entitled to service
- Registered CM/ECF users (through the Court's CM/ECF system)

Special service requirements:

- If you are serving a business (that is not represented by an attorney in the case): Mail the documents to the business's full mailing address and include an attention line, such as: *Attn: President, Officer, Director, Manager, or General Agent.*
- Some documents have additional service requirements. For example, some motions must be served by certified mail or on specific individuals. The applicable Federal Rules of Bankruptcy Procedure, including 7004(b)(4), 7004(h), 9006(d), 9013, 9014, should be reviewed.

Tip: Before filing your document with the Court, make copies of all documents so you can mail those copies to the Trustee and all relevant creditors or parties in interest.

The Following Page Includes an Example of a Certificate of Service.

IMPORTANT

**A Certificate of Service does not serve the documents for you.
You must actually serve the documents as you indicate in the Certificate of Service.**

TEMPLATE:

UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

In re: : CHAPTER (7, 11, 13)
DEBTOR(S) NAME(S) : CASE NO.: 26-12345
:

CERTIFICATE OF SERVICE

I hereby certify that a copy of the (WHAT DOCUMENT WAS SERVED) was served on
(DATE) by (INDICATE HOW SERVED (*i.e.*, U.S. mail, certified mail, etc.) to:
(*list Trustee and all relevant creditors or parties in interest served and the address for each*)

ABC Corp.
Attn: President
123 Main Street
City, State, Zip Code

Chapter 7 Trustee
123 Main Street
Any Town, CT 06000

(signature of self-represented debtor)
Printed name of self-represented debtor

EXAMPLE:

UNITED STATES BANKRUPTCY COURT
DISTRICT OF CONNECTICUT

In re: : CHAPTER 13
JOHN SMITH : CASE NO.: 26-12345
:

CERTIFICATE OF SERVICE

I hereby certify that a copy of the Motion to Avoid Lien was served on July 15, 2026, by
U.S. mail, postage prepaid, to:

ABC Corp.
Attn: President
123 Main Street
Small Town, CT 06000

Chapter 7 Trustee
123 Main Street
Any Town, CT 06000

(John Smith's Signature)
John Smith