

## Preparing the Certificate of Service

**Content:** Go to **Utilities > Mailings > Mailing Info for a Case**.  
Enter the case number to determine which parties have consented to receive service electronically (CM/ECF will generate a NEF to them) and which parties have not. You must provide service via traditional means to the non-NEF parties.

**Format:** Please use the template below:

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### THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF VERMONT

ABC, INC.,	:	
	:	
Plaintiff,	:	
	:	2:18-cv-523
v.	:	
	:	
XYZ, INC.,	:	
	:	
Defendant.		

### CERTIFICATE OF SERVICE

I hereby certify that on (date), I electronically filed with the Clerk of Court the following document(s):

(Document title)  
(Document title)

using the CM/ECF system.

I caused to be served, by U.S. Postal Service (hand-delivery, FedEx, UPS etc.), the following non-NEF-registered parties:

(Name)  
(Mailing Address)

(Name)  
(Mailing Address)

(Name of individual certifying service)  
(Law Firm)  
(Law Firm Address)  
(Law Firm Phone)  
(E-mail address of Attorney)