

**D.N.J. LBR 9013-3      CERTIFICATE OF SERVICE - MOTIONS**

- (a) All moving papers, answering papers, and cross motions, including those filed electronically, must be supported by a certificate of service. The certificate of service shall identify the relationship to the case of each party served.
- (b) Where service is accomplished through the Notice of Electronic Filing pursuant to [D.N.J. LBR 7005-1\(b\)](#) must indicate that the document was electronically filed and the manner in which the party was served.
- (c) The certificate of service shall be a separate document.

1997 Comment:                    This rule is new and is derived from Local Rule 3(c) and (d).

1998 Comment:                    The second sentence of this rule was added [April 1998]. It is intended to facilitate the court’s meaningful review of the certification of service. The service list should identify the name of the party served, the address of the party served, and the party’s relationship to the case. For example:

John Doe, Esq.	Jane Doe
123 Main Street	456 Main Street
Anytown, USA 12345	Anytown, USA 12345
Attorney for Secured Creditor,	Unsecured Creditor
Big Bank, N.A.	

2001 Comment:                    This Rule amendment is intended to clarify that where electronic case filing is utilized, a certificate of service may be filed subsequent to the filing of the moving papers, answering papers, and cross motions.

2004 Comment:                    This Rule amendment specifies that the Court requires a certificate of service to be filed with respect to documents filed electronically indicating the manner in which the party was served. It also requires the certificate of service to be a separate document, thereby precluding inclusion of the certificate within the pleading.

Reference:                         Fed. R. Civ. P. 5 Service and Filing of Pleadings and Other Papers; Fed. R. Bankr. P. 7005 Service and Filing of Pleadings and Other Papers.