

# CM/ECF Quick Tips for Attorney Users: Certificate of Service and Mailing Information

## For Persons Receiving Notification Electronically Through CM/ECF

- You will receive email notification of all entries made on the docket; however, some will not have a link to a document. If there is no document number, there is no document to which to link. If there is a document number but the link does not work, it is most likely because the document was filed in paper format or because it is a “paperless” entry and there is no document, only the docket text.
- When the system displays the [Notice of Electronic Filing](#), this is proof that the document has been filed. Be sure to read this notice. For all parties whose counsel are listed beneath the language “[Notice will be electronically mailed to](#)” the notice constitutes a certificate of service and a copy of the document need not be sent to those counsel by other means.



- You should save a copy of this notice. You can print a copy by clicking on your browser’s print button. You can save an electronic copy by clicking on [File](#) and then [Save As](#) on your browser’s menu bar.
- When you receive an email notification of case activity, do not attempt to communicate with other parties in the case or your staff by “responding” to the email.

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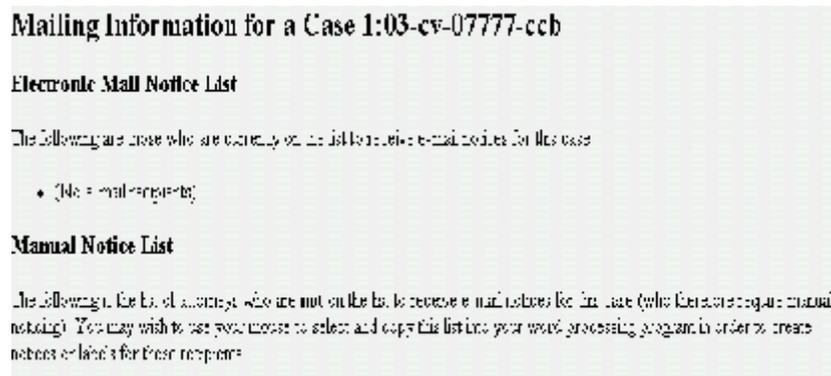
### For Persons Not Receiving Notification Electronically Through CM/ECF

- For all parties listed beneath the language “Notice will not be electronically mailed to” it is your responsibility to serve a copy of the document (where required by the Federal Rules or Local Rules of this court) on that party by other means permitted by the Federal Rules.

### To Determine Who Will and Who Will Not Receive Notification Electronically Through CM/ECF Prior to Filing a Document

- Click on [Utilities](#) in the upper right side of the screen.
- Click on [Mailings...](#), then click on [Mailing Info for a Case](#).
- Enter the case number, then click [Submit](#).

- This brings up the mailing information for the case.



- If you do this before you electronically file a document you will know to whom you will need to mail copies and may include a traditional certificate of service as a part of your document.

### If You Do Not Know That a Party Will Not be Electronically Noticed Until After You Have Filed a Document Electronically

- After service has been made, electronically file a one-page traditional certificate of service as a separate document.