

Identifying Service Information for a Case

Pursuant to the CM/ECF Administrative Procedures Manual, a Certificate of Service is required when one or more parties is a conventional filer. A certificate of Service must be included with all documents, even when filing electronically, if one or more parties is not an electronic user. The certificate should reflect who is being served through CM/ECF and which parties require service by other means and how they are being served. This will be the same information present on the Notice of Electronic Filing (NEF) provided at the conclusion of the filing. Following are the instructions for locating this information prior to filing your documents in CM/ECF.

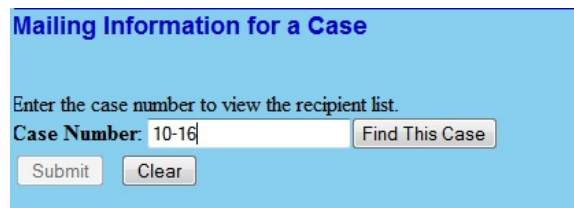
Login to CM/ECF

Click on Utilities from the Main menu bar

Under the Miscellaneous category
Select Mailings

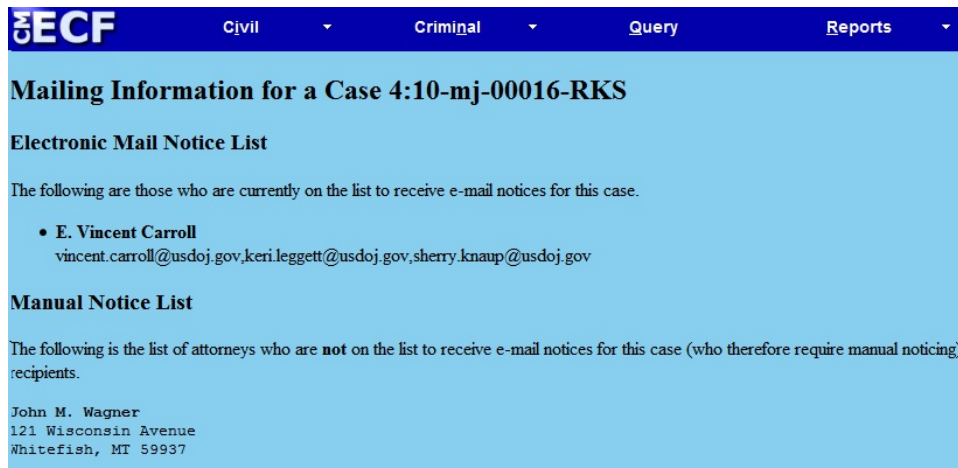
Select Mailing Info for a Case

Enter the case number and click find this case



The screenshot shows a web form titled "Mailing Information for a Case" with a light blue background. It contains the instruction "Enter the case number to view the recipient list." Below this is a text input field labeled "Case Number:" containing the value "10-16". To the right of the input field is a button labeled "Find This Case". Below the input field are two buttons: "Submit" and "Clear".

Select Case and click Submit



The screenshot shows the results page for "Mailing Information for a Case 4:10-mj-00016-RKS". The page has a dark blue header with the ECF logo and navigation tabs for "Civil", "Criminal", "Query", and "Reports". The main content area is light blue and contains the following information:

- Electronic Mail Notice List**
The following are those who are currently on the list to receive e-mail notices for this case.
 - E. Vincent Carroll
vincent.carroll@usdoj.gov,keri.leggett@usdoj.gov,sherry.knaup@usdoj.gov
- Manual Notice List**
The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). recipients.
 - John M. Wagner
121 Wisconsin Avenue
Whitefish, MT 59937

Electronic Mail Notice List - Will indicate the primary e-mail address of the attorney and any secondary email addresses included in that attorney's ECF account.

Manual Notice List - Will indicate those parties not receiving service through ECF. It is the responsibility of the filing party to provide service on any parties in this section.

Certificate of Service: You may copy the information from this screen and paste into your document to create the certificate.