

**ATTORNEY INFORMATION:**

**DIRECTIONS FOR PREPARING A CERTIFICATE  
OF SERVICE FOR ELECTRONIC FILING**

**Before you prepare your Certificate of Service for a pleading you will need to know whether the other attorneys in your case are registered to receive electronic filings. To check this you will need to do the following:**

**Log into the system**

**On the menu bar select:**

**Utilities**

**Mailings**

**Mailing Information for a Case**

**Enter your case number**

**The mailing information will be displayed showing who is registered to receive electronic mailing and a list of attorneys who are not yet registered and will need to receive manual notice. You can “cut and paste” the addresses of the attorneys to create a mailing label.**

**The information contained in this notice will provide the necessary information to complete your certificate of service.**