

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

**INSTRUCTIONS FOR PREPARING
THE CERTIFICATE OF SERVICE IN
COMPLIANCE WITH STANDING ORDER 2006-4**

When a document is accepted for filing into the ECF system, a Notice of Electronic Filing is generated and displayed on the screen. The Notice of Electronic Filing includes the case name, case number, document number, docket text [name and filer of the document], the date and time of the filing, and a list of the parties that were served electronically and those that were not served electronically. The ECF system serves the document electronically upon the parties who have an email address registered in the system.

CM/ECF users may also access the Notice of Electronic Filing associated with a pleading by clicking on the bullet to the left of the pleading number on the docket sheet.

Attorneys may rely upon the court's electronic filing system in lieu of service by conventional mail in accordance with Standing Order 2006-4 by using either of two methods:

1. attaching the Notice of Electronic Filing to the certificate of service; or
2. itemizing in the certificate of service the names and email addresses of the parties served.

In both cases, the filer must clearly state on the certificate of service the names and addresses of the parties on the certificate of service who were served by conventional mail.

December 13, 2006