

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN**

**NOTICE REGARDING PAPER CERTIFICATE OF SERVICE
REQUIREMENTS**

Please be advised of the following procedural clarification regarding *ECF Procedure 12(h) - Certificate of Service Required* of the [Administrative Procedures for Electronic Case Filing](#).

To ensure procedural due process principles of notice and the opportunity to be heard, the Court requires that a certificate of service specify the parties served by paper to include the name and physical address served by the party and the manner in which the service was accomplished. This required information must be included on the certificate of service or as an attachment, such as a current mailing matrix.

Date: November 20, 2024

Todd M. Stickle
Clerk of Court