**CERTIFICATE OF SERVICE**

I certify that the foregoing [insert name of document being served] was served upon [insert name of every entity served along with each service address unless such entity was served electronically] by [insert method of service, i.e., United States mail, hand-delivery, or electronic mail] on [insert date].

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [name, office address, telephone

 number, and bar number]