

Date: August 5, 2022
To: All attorneys practicing in United States Bankruptcy Court
From: Bankruptcy Judges Saladino and Kruse
Subject: Service of Motions Under Local Rule 9013-1

The court has recently deferred or denied motions under Local Rule 9013-1 because of deficiencies in certificates of service. Today we revised Local Rule 9013-1. For any motion that must be mailed to the entire matrix, you must now attach a copy of the complete mailing matrix generated by the CM/ECF System, dated as of the date of service. The certificate of service must also state the manner of service for each recipient. Please promptly review and correct your internal procedures. This change was made because of frequent deficiencies which include:

- **Failure to use the current official court mailing matrix.** Some attorneys create their own matrix or list of names. The list does not always match the current matrix. The court must compare each name on your list to the mailing matrix, which is time consuming. You must now print and attach the current court matrix. It will have a date in the upper left-hand corner, which must match the date of the certificate of service. This shows us you served all the proper parties at the proper addresses.
- **When using limited notice in Chapter 13, failure to serve all parties required by Local Rule 9013-1(E).** Typically these motions include a list of names created by the attorney. The list does not always include all parties whose interest is directly affected by the motion, those requesting notice under Fed. R. Bankr. P. 2002, all creditors who filed a proof of claim, and any governmental agency or unit that is a creditor. Now, you must file a certificate of service and attach to it a copy of the complete current mailing matrix generated by the CM/ECF System, dated as of the date of service, *with the parties who were **not** served clearly crossed out.*
- **Improper or inconsistent wording.** This particularly occurs when using limited notice. Certificates often state service was made on all creditors listed on the official matrix followed by a statement that limited notice was used. It cannot be both. Please carefully review the language of the certificates of service that you are using.

Thank you for taking the time to review your certificates of service language and procedures. If you have any questions, please feel free to contact the Clerk's office.