

## **Rule 9013-3**

### **Certificate of Service – Motions; Notice of Hearing**

**(a) Service of Motions.** In all instances not otherwise covered by the Federal Rules of Bankruptcy Procedure or these LBRs, all motions filed with the Court must be served on the following parties:

- (1)** the United States Trustee, with the exception of motions for relief from stay in Chapter 7 cases and all motions in Chapter 13 cases;
- (2)** any case trustee;
- (3)** any other party affected by the motion or that has requested notice in the case; and
- (4)** the debtor's attorney, or debtor if *pro se*, except for motions for relief from stay which are served by summons. *See*, LBR 4001-1(a).

**(b) Contents of Certificate of Service.** The certificate of service must reflect how and when service was made and must include the names and addresses of all persons served and the name and address of the person certifying the service as required by LBR 5005-4.

**(c) Filing and Serving of Certificate of Service.** When a certificate of service is required, the certificate must be filed with the Clerk contemporaneously with the motion or other paper and shall be placed at the end of the item served.

**(d) Notice Ordered by the Court.** Upon receipt of a notice of hearing from the Court with instructions to serve other parties, counsel or a *pro se* party must serve the document upon all affected persons and upon all persons who have filed appearances and requested notice in the case, within any applicable notice deadlines contained in the Federal Rules of Bankruptcy Procedure or these LBRs, or as established by the Court. A certificate of service must be filed with the Clerk in the manner provided for in this LBR.