

**Rule 9013-3**  
**Certificate of Service**

**(a) 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.

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