

Rule 9013-5
Responsibility for Proper Service

(a) Parties Entitled to Service. It is the responsibility of an attorney or party that files a document to determine every party with a cognizable interest in the document that should receive a copy and the current address of each. A certificate of service signed by an attorney, by an attorney's authorized agent, or by a party constitutes a representation to the court that all parties entitled to service have been included and have been properly served. Violation of this paragraph shall be subject to appropriate sanctions.

(b) Review of Clerk's Notice. It is the responsibility of an attorney or party filing a motion to review any notice of a hearing on that motion prepared by the clerk and to communicate forthwith to the clerk any deficiency in the notice and any omission in the list of parties receiving notice.