

## Service Checklist

- \_\_\_\_\_ (1) Are all affected parties shown on the certificate of service?
- For Plans, this includes all creditors named in the plan in Paragraphs 2(b)(1), 2(b)(2), 2(b)(5), 3, 6(a), or 6(b).  
For motions and other pleadings, this includes all creditors referred to in the pleading.
- \_\_\_\_\_ (2) Is each affected party receiving appropriate service based on the type of document being served? (See summary of service methods below)
- \_\_\_\_\_ (3) For contested matters, is the ECF docket and mailing list highlighted and attached? (See Service – Special Notice, Interoffice Memo from Sara Cobb, August 7, 2009)

### Service Methods By Party Receiving Service

#### Contested Matters & Adversary Proceedings

- (1) **The Debtor and Debtor's Counsel**
- Even when our client is the debtor, both the debtor (via first class mail) and ourselves (via ECF) get served.
- (2) **Individuals**
- FRBP 7004(b)(1): Individuals, other than an infant or incompetent, by mailing to the individual's dwelling house or usual place abode or to the place where the individual regularly conducts a business or profession.
- (3) **Businesses (Corporations, Partnerships, LLCs)**
- Domestic or foreign corporation, partnership or other unincorporated association, by mailing to the attention of an officer, a managing or general agent, or to any other agent authorized by appointment or law to receive service of process (including, if required by statute, by also mailing a copy to the defendant)
  - Information available at SOS Website:  
[http://egov.sos.state.or.us/br/pkg\\_web\\_name\\_srch\\_inq.login](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)
- (4) **United States of America (including Departments, Agencies, et al.)**
- Three Requirements (FRBP 7004(b)(4)):
    - (1) Mailing to the Civil Process Clerk at the office of the United States Attorney for the District, and
    - (2) Mailing to the Attorney General of the United States, and, if applicable,
    - (3) Mailing to the Officer or Agency
  - U.S. Attorney for the District: Amanda Marshall, US Atty, 1000 SW Third, Ste 600, Portland, OR 97201
  - Attorney General, 10th Constitution NW #4400, Washington, DC 20530
- (5) **Insured Depository Institution (FDIC Insured Banks)**
- Whether a bank is an Insured Depository Institution can be checked on the FDIC website: <http://www2.fdic.gov/idasp/main.asp>
  - Then, using the information on the bank, such as its website, you can search the bank's site (or use Google Finance) to determine the CEO and mailing address.

#### Pleadings & Other Papers (F. R. Civ. P. 5)

- (1) **Represented Parties must be served by their attorney.**
- (2) **Allows mailing to last known address**