



New Jersey Judiciary - Appellate Division

Instructions for Completing the Certification of Service Form

Please print legibly or type the information on the form.

Box# Instruction

1. Enter your name, address, daytime telephone number and email address.
2. Enter the complete caption or title of the case **exactly** as it appears on the papers from the trial court or agency. Do not use "*et al.*"
3. Enter the Appellate Division docket number of the appeal. If you do not have an Appellate Division docket number, leave the line blank, and in the space below, enter the number assigned the case by the trial court or agency from which you are appealing. You may not have an Appellate Division docket number if you are filing the motion simultaneously with your Notice of Appeal, or if you are filing a Motion for Leave to Appeal.
4. List all the documents you are serving on the other parties to the appeal (for example, notice of motion, certification, brief, etc.).
5. Select the method(s) of service. If you select "other," you must explain what method of service you are using (for example, email, fax), and whether there is consent to that method of service. **There must be consent of the receiving party to use a method of service other than mail or hand delivery.** By signing the certification of service form, you are certifying to the Appellate Division that there **is consent** for the alternate method of service.

If you are serving by e-mail or fax, you must provide the e-mail address or fax number of the receiving party. If you are serving by registered or certified mail, you are not required to file the return receipt card unless otherwise ordered by the court.
6. List each party you are serving along with the address to which you are serving the document(s) on. If the party is represented by an attorney, you serve the attorney with the document(s). If you are serving by e-mail or fax, you must provide the e-mail address or fax number of the receiving party.
7. Please read this *Rule 1:4-4(b)* certification language carefully. By signing the *Certification of Service* form, you are agreeing to that language.
8. Enter the date on the line marked *Date*.
9. Sign your name on the line marked *Signature*.
10. Type or print your name on the line marked *Print Name*.

