

## INSTRUCTIONS FOR CERTIFICATE OF SERVICE

These instructions are only intended to provide information on how to fill out this form. It is not intended to substitute legal advice. There may be additional documents and procedures for your particular type of civil action. If you have any legal questions regarding the specific facts of your case, please consult with an attorney.

For other questions, you may contact the Trial Court at (715) 284-2722.

Do not include these instruction sheets when you file the completed form.

### Certificate of Service:

A Certificate of Service is used to prove to the Court that copies of pleadings such as motions, and discovery requests, have been mailed or hand delivered to the other parties in the lawsuit.

### Instructions:

- In the caption or heading of the form, provide the name(s) of the plaintiff(s)/petitioner(s) and the name(s) of the defendant(s), respondent(s). (The plaintiff/petitioner is the party that initiated or started the action; the defendant or respondent is the party that defends or responds to the action)(There may be more than one plaintiff/petitioner or defendant/respondent in an action). Provide the case number on the right side of the form, if known.
- Provide the date you mailed or hand delivered copies of your document to the other parties in the action.
- Next, check the box that corresponds with the type of document you are filing. You may check "Other" and then provide the name of the document you are filing.
- After providing what type of document you are filing, please check the box that indicates how you delivered the document to the other parties to your action. Please note that the Court cannot accept filings by facsimile without prior permission of the Court.
- In the spaces provided, write down the name of the parties to whom you are providing copies of your document. Write the address of the party where you mailed the copy to or where you hand delivered the copy.
- You must sign your name in the bottom right corner of the form before filing it with your document.

**IN THE  
HO-CHUNK NATION TRIAL COURT**

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Case Caption:

Case No(s).:

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**CERTIFICATE OF SERVICE**

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I certify that on \_\_\_\_\_ I served a true and correct copy of the attached  
(Date)

- Motion for \_\_\_\_\_,
- Other: \_\_\_\_\_,

on the individuals listed below by

- hand delivery,
- email/facsimile transmission<sup>1</sup>, and/or
- placing it in the United States mail, postage pre-paid.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Print Your Name)

\_\_\_\_\_  
(Your Signature)

\_\_\_\_\_  
(Your Phone Number)

\_\_\_\_\_  
(Your Address)

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<sup>1</sup> Filings with the Court must be mailed or hand delivered, however service upon another party can be done by email upon agreement by all parties.