

**SUPERIOR COURT**

**STATE OF VERMONT**

**CIVIL DIVISION**

**Unit**

**Case No.** \_\_\_\_\_

<i>Plaintiff(s)</i>	<b>VS.</b>	<i>Defendant(s)</i>
---------------------	------------	---------------------

**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_(name)  
certify that on \_\_\_\_\_(date) I mailed, by first class mail, a copy of the (check applicable document below) to the other parties in this case:

**SUMMONS AND COMPLAINT:**

- Summons
- Complaint
- Document(s) attached to Complaint
- Information and Instructions for the Defendant
- Blank Answer form

**DEFAULT:**

- Motion for Default Judgment and Affidavit dated \_\_\_\_\_
- Credit Card Documentation attached to Motion for Default Judgment
- Default Judgment dated \_\_\_\_\_

**ANSWER:**

- Small Claims Answer
- Disclosure of Exempt Income

**POST-JUDGMENT:**

- Motion for Financial Disclosure
- Financial Disclosure Order dated \_\_\_\_\_
- Motion for Trustee Process Hearing on the defendant
- List of Exemptions

**APPEAL:**

- Notice of Appeal dated \_\_\_\_\_
- Request for Permission to Appeal to the Supreme Court

**OTHER:**

- Describe: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Mailing Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Printed Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_