

STATE OF VERMONT

SUPERIOR COURT

PROBATE DIVISION

Unit

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

Case name

CERTIFICATE OF SERVICE

(List of documents served and the people you have served with them.)

Note: If this is the first filing on a person in a probate proceeding, unless the court orders some method of alternate service, they must be "served" by certified mail, return receipt requested. V.R.P.P. 4(d)(1).

All filings must be served on all parties in the proceedings. If a filing is not accompanied by a Certificate of Service the court may issue an order suspending the running time for response by the other parties until a proper certificate has been filed, or the court may decline to act on the filing until a proper certificate has been filed, or the court may order that the filing will be deemed withdrawn if a proper certificate is not filed by a certain date. V.R.P.P 5(f)(3)

1. What documents were served. Today I delivered these documents to all parties in this case: (list document titles, not form numbers)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets if necessary.)

2. Who was served and how:

Name of person or party served: \_\_\_\_\_

Address of party served: \_\_\_\_\_

How were they served:

- By certified mail (attach return receipt to this certificate)
- By first class mail
- By hand delivery
- By email (The party consented to receive documents by email)
- Other (explain) \_\_\_\_\_

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Address of party served: \_\_\_\_\_

How were they served:

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
E-mail address