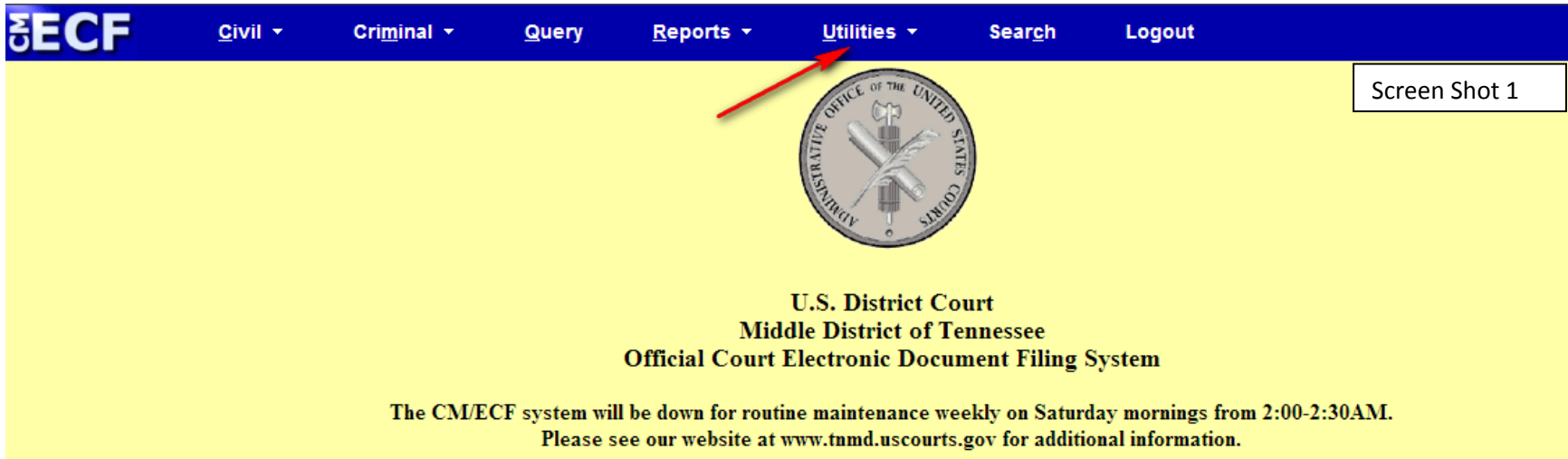
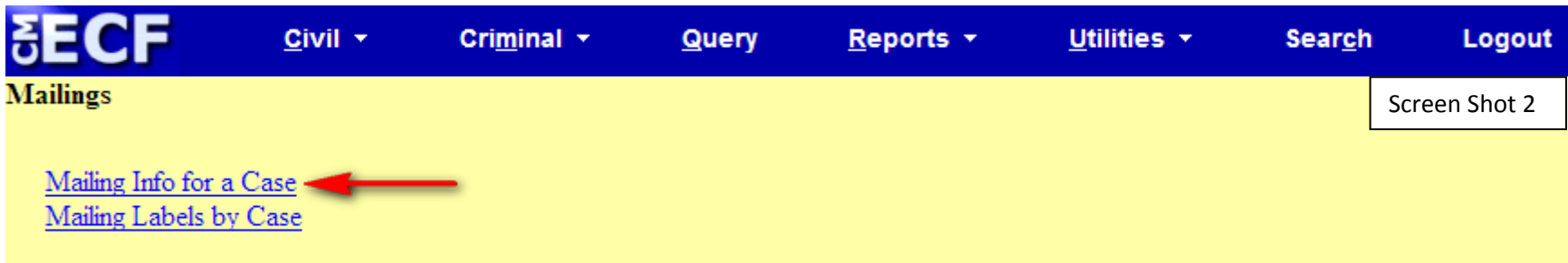


Constructing Your Certificate of Service



Screen Shot 1

The screenshot shows the CME/ECF home page. At the top is a dark blue navigation bar with the CME/ECF logo on the left and menu items: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. A red arrow points to the 'Utilities' menu item. Below the navigation bar is a yellow banner area. In the center of the banner is the seal of the U.S. District Court, Middle District of Tennessee. Below the seal, the text reads: 'U.S. District Court Middle District of Tennessee Official Court Electronic Document Filing System'. At the bottom of the banner, a maintenance notice states: 'The CME/ECF system will be down for routine maintenance weekly on Saturday mornings from 2:00-2:30AM. Please see our website at www.tnmd.uscourts.gov for additional information.'



Screen Shot 2

The screenshot shows the 'Mailings' page on the CME/ECF system. The top navigation bar is identical to the previous screenshot, with a red arrow pointing to the 'Utilities' menu item. Below the navigation bar, the word 'Mailings' is displayed in the top left corner. Underneath, there are two blue underlined links: 'Mailing Info for a Case' and 'Mailing Labels by Case'. A red arrow points to the 'Mailing Info for a Case' link.

ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)

Mailing Information for a Case

Screen Shot 3

Enter the case number to view the recipient list.

Case Number: **1. Enter Case Number**

2. Click Submit

ECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#) ?

Mailing Information for a Case 3:05-cv-00010

Screen Shot 4

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **Janice Marie Cantrell**
deadmail@tnmd.uscourts.gov
- **David Joseph Lawson**
deadmail@tnmd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

Joe Shmoe
222 Music Row West
Suite 9
Nashville, TN 37203

MECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)


Mailings Screen Shot 5

[Mailing Info for a Case](#)
[Mailing Labels by Case](#) 

To obtain mailing address, click
Mailing Labels by Case

MECF [Civil](#) [Criminal](#) [Query](#) [Reports](#) [Utilities](#) [Search](#) [Logout](#)

Mailing Labels by Case Screen Shot 6

Case number 

Insert Case Number, Mark box for
All, Click Next

All *Select ALL participants for case*

OR
Select any combination of the following

Participants

Judges

Attorneys

Print format

MECF [Civil](#) ▾ [Criminal](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Search](#) [Logout](#)

Search Results

Screen Shot 7

Janice Marie Cantrell
Cantrell & Associates
200 Fifth Avenue, N
Suite 500
Nashville, TN 37203

David Joseph Lawson
Lawson & Associates
400 2nd Avenue, N
Nashville, TN 37219

Joe Shmoe
222 Music Row West
Suite 9
Nashville, TN 37203

SAMPLE Certificate of Service

Screen Shot 8

The undersigned hereby certifies that a copy of the Motion to Dismiss has been served via the Court's electronic case filing system to:

Janice Marie Cantrell
Cantrell & Associates
200 Fifth Avenue, N
Suite 500
Nashville, TN 37203

David Joseph Lawson
Lawson & Associates
400 2nd Avenue, N
Nashville, TN 37219

and served by first class mail on:

Joe Shmoe
222 Music Row West
Suite 9
Nashville, TN 37203

s/ John Allen Smith