Sample Certificate of Service

Write your full name here
_____
(Respondent's Name)

Write your A-Number here
_____
(Respondent's Alien Number)

CERTIFICATE OF SERVICE

On Write today's date here _____ , I, Write your full name here _____ ,
(date) (printed name of person signing below)

served a copy of this **Motion to Administratively Close Removal Proceedings**,

and any attached pages to Write "Office of the Principal Legal Advisor for DHS – ICE" here _____
(name of party served)

at the following address: Write the address of your OPLA office here _____
(address of party served)

by Write how you will send a copy to the government lawyer (OPLA office). For example, "USPS priority mail." _____ .
(method of service, for example overnight courier, hand-delivery, first class mail)

Sign your name here
_____
(signature)

Write today's date here
_____
(date)