

**STATE OF VERMONT**  
**SUPERIOR COURT** **CIVIL DIVISION**  
**Unit** **Case No.** \_\_\_\_\_

<i>Plaintiff(s)</i>	VS.	<i>Defendant(s)</i>
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**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:**

- |  |   |
|--|---|
| <input type="checkbox"/> Summons                           | <input type="checkbox"/> Information and Instructions for the Defendant |
| <input type="checkbox"/> Complaint                         | <input type="checkbox"/> Blank Answer form                              |
| <input type="checkbox"/> Document(s) attached to Complaint |   |

**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 \_\_\_\_\_