

Statement of Service

Instructions: Documents filed with the Commission must also be served on each of the other parties to the case. Service may be made by hand delivery, registered, certified or regular mail, private delivery service, leaving a copy at the principal office or place of business of the person required to be served, by email, or by fax. A statement of service must indicate: (1) the type of document served; (2) the party on which the document was served; (3) the date of service; (4) the street address, email address, and/or fax number at which service was made; (5) the method of service; (6) the name of the person who served the document; and (7) the signature of the person who served the document. If service is by email, you must provide the email address. If service is by fax, you must provide the fax number.

Below are two forms, which may be used to provide a statement of service. Below each form is a completed sample. You may use either form or create your own, as long as your statement of service includes all of the information required in the instructions in the paragraph above.

Version 1

Statement of Service

On (date) _____, I served (type of document) _____ on (party served) _____ by:

(Check the appropriate box(s) and write in the street address, email address, and/or fax number at which service was completed.)

Hand delivery at _____

Registered, certified, or regular mail to _____

Private delivery service to _____

Email to _____

Fax to _____

Signature _____ Date _____

Print Name _____

Version 1-- Sample statement of service

On (date) December 15, 2010, I served (type of document) an unfair labor practice charge on (party served) The City of Hometown by:

(Check the appropriate box(s) and write in the street address, email address, and/or fax number at which service was completed)

Hand delivery at _____

Registered, certified, or regular mail to 123456 Main, Hometown, Michigan 48123

Private delivery service to _____

Email to _____

Fax to _____

Signature Mary Smith Date December 16, 2010

Print Name Mary Smith

Version 2

Statement of Service

I served the (type of document) _____ on (party served) _____ on (date) _____ at (street address, email address and/or fax number at which service was completed) _____. I served by (check the appropriate box(s))

Hand delivery email fax registered, certified, or regular mail private delivery service

Signature _____ Date _____

Print Name _____

Version 2-- Sample statement of service

I served the (type of document) exceptions to the ALJ's Decision and Recommended Order on (party served) John Doe on (date) December 12, 2012 at (street address, email address and/or fax number at which service was completed) John.Doe@email.com. I served by (check the appropriate box(s)):

Hand delivery email fax registered, certified, or regular mail private delivery service

Signature Mary Smith _____ Date _____

Print Name Mary Smith _____