CS-1740
REV 4/2015

INSTRUCTIONS: To certify that you sent copies to the other parties, attach this form to all documents filed with the Board that were not served on other parties via email. Use additional pages if necessary. You do not need to provide a copy of this form to the party being served.

State of Michigan
Civil Service Commission
EMPLOYMENT RELATIONS BOARD
400 South Pine Street, Suite 102, Lansing, Michigan 48913
or P.O. Box 30002, Lansing, Michigan 48909
TELEPHONE: 517-335-5588
E-MAIL: MCSC-ERB@michigan.gov
WEBSITE: www.mi.gov/erb

PROOF OF SERVICE TO OTHER PARTIES

CASE NAME	
DECISION NUMBER	REFERENCE NUMBER

PARTIES SERVED	DELIVERY METHOD USED
NAME AND ADDRESS	☐ Personal Delivery ☐ First Class U.S. Postal Service ☐ Overnight Mail Service ☐ Interdepartmental Mail ☐ Certified U.S. Postal Service: Receipt No. _____ ☐ Other: _____
NAME AND ADDRESS	☐ Personal Delivery ☐ First Class U.S. Postal Service ☐ Overnight Mail Service ☐ Interdepartmental Mail ☐ Certified U.S. Postal Service: Receipt No. _____ ☐ Other: _____
NAME AND ADDRESS	☐ Personal Delivery ☐ First Class U.S. Postal Service ☐ Overnight Mail Service ☐ Interdepartmental Mail ☐ Certified U.S. Postal Service: Receipt No. _____ ☐ Other: _____

DOCUMENTS SERVED

I, _____, certify that on _____, I served all parties or their representative(s) of record, at the address(es) shown above, with a copy of the following documents:

1.
2.
3.
4.

SIGNATURE AND MAILING ADDRESS OF FILING PARTY

SIGNATURE			DATE
NAME (PLEASE PRINT)	STREET ADDRESS		
CITY	STATE	ZIP	EMAIL