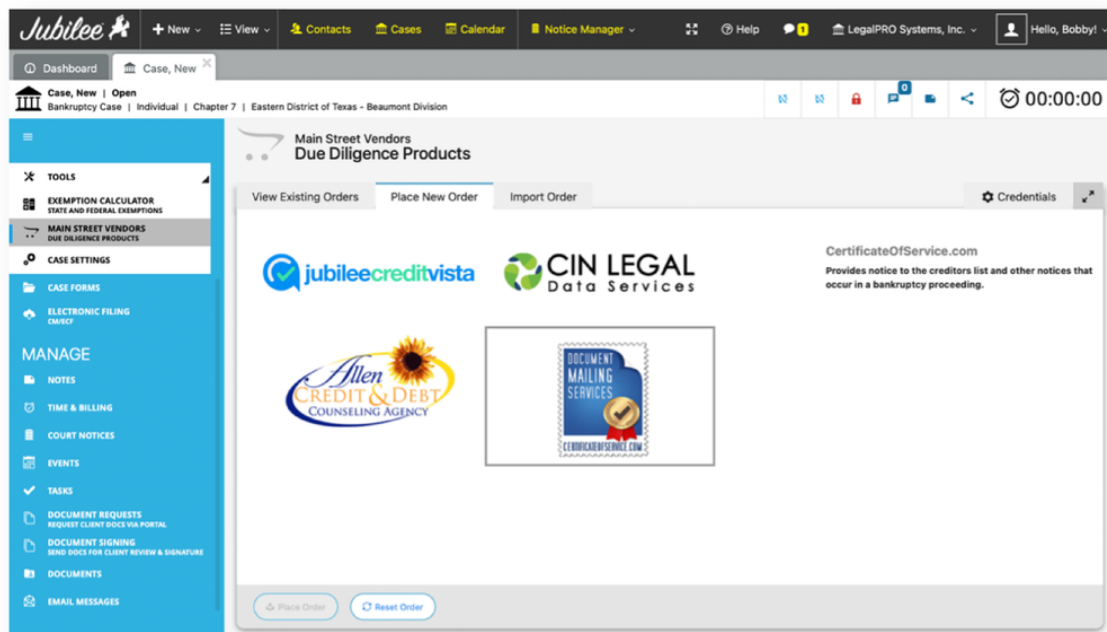


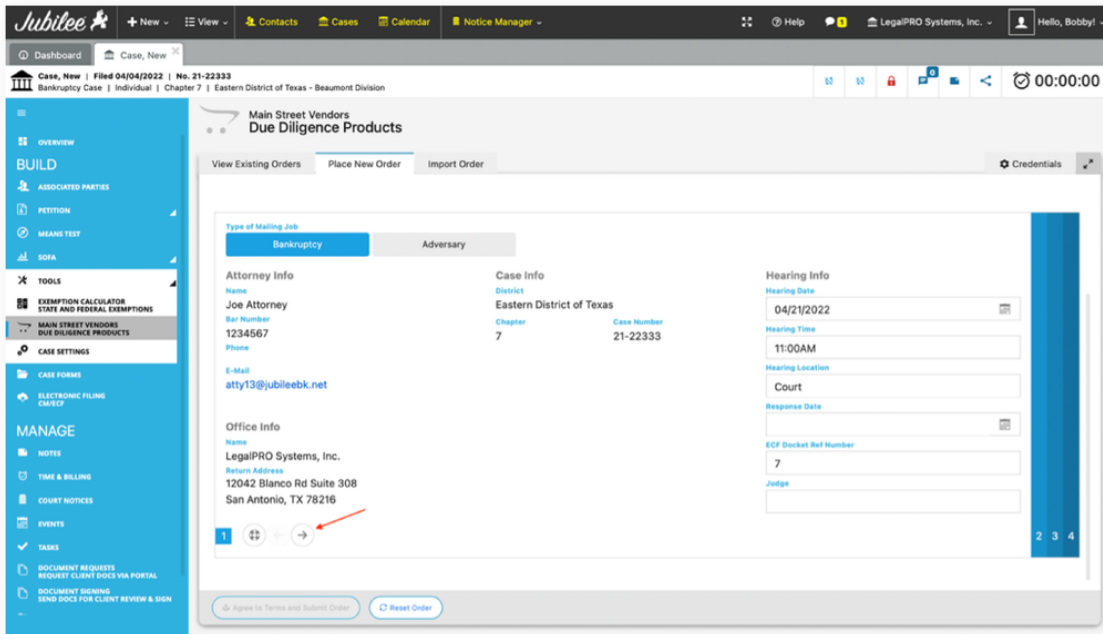
# Placing An Order For Certificate of Service

## How it works

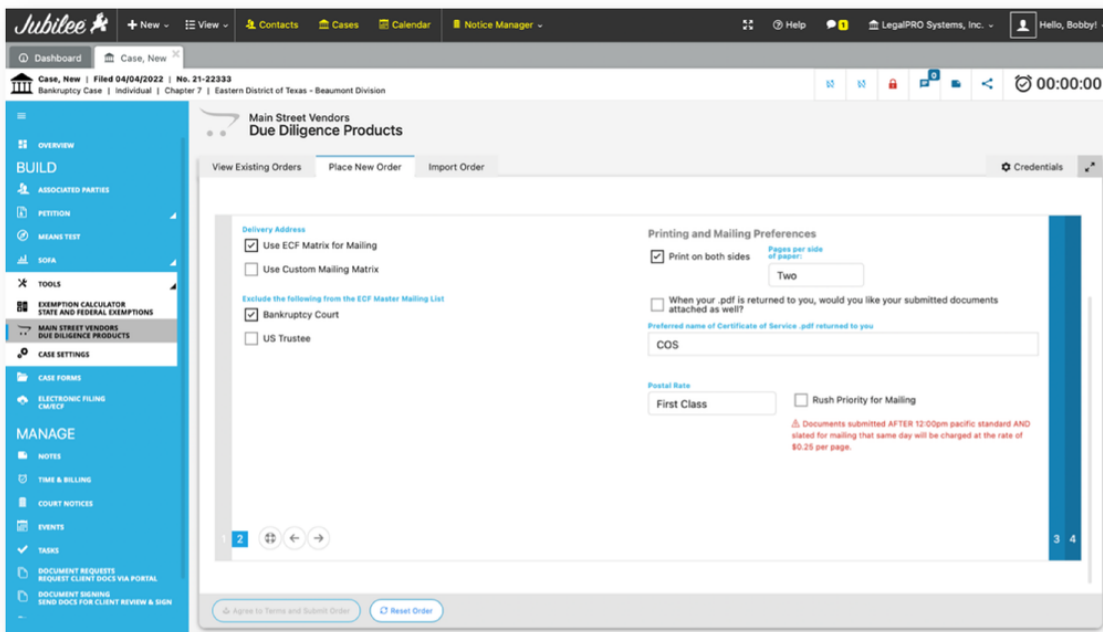
1. From within the case, go to Tools – Main Street Vendors – Place New Order tab – then select Certificate of Service.



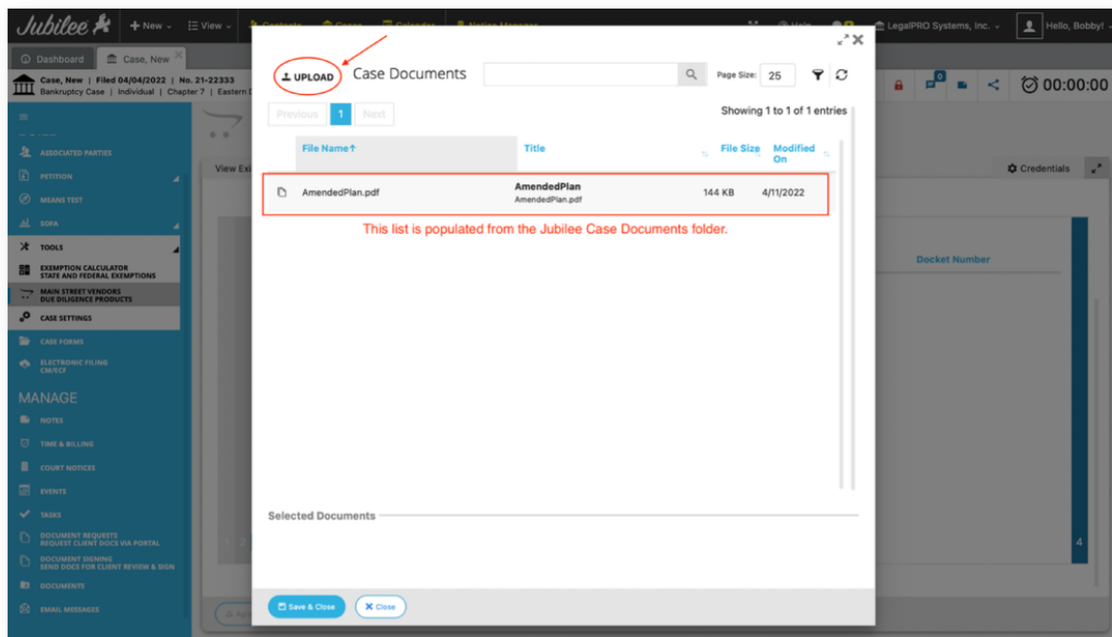
2. Some of the case information will be prepopulated from the case file but you can enter additional order details on this page. You will proceed to the next page by clicking on the arrow in the lower left side of the screen.



3. On the following screen, you can specify who you would like COS to send notice to and the formatting of the mailing. The default option is to use the list of creditors in the Jubilee case file, but you can also add additional noticing parties by selecting the Use Custom Mailing Matrix option.



4. On the next screen, you will be prompted to select the file you are sending to COS to mail out. You can select the file from the Jubilee Case Documents folder or select a file from your local computer by clicking on the Upload button.



5. You will then need to agree to the Certificate of Service user agreement then click on the Submit Order button.

