

**UNITED STATES COURT OF APPEALS  
FOR THE NINTH CIRCUIT**

**INSTRUCTIONS for Form 15. Certificate of Service for Electronic Filing**

**USE FORM 15 ONLY FOR  
ELECTRONICALLY FILED DOCUMENTS**

Use Form 15 **only** for electronic filings that will not be served via the Appellate Electronic Filing system because one or more of the following applies:

- One or more parties are not registered for electronic filing
- The filing is submitted using an “UNDER SEAL” document filing type
- The filing is submitted as an original petition or other original proceeding

If you are filing electronically and all parties will be served via the Appellate Electronic Filing system, a certificate of service is **NOT** required, per Circuit Rule 25-5(f).

If you are filing in paper, do not use Form 15. Use Form 25 instead.

**How to prepare fill-in forms for filing:**

- If you have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your PDF printer (File > Print > select Adobe PDF or another PDF printer listed in the drop-down list).
- If you do not have Adobe Acrobat or another tool that lets you save completed forms:
  1. Complete the form.
  2. Print the completed form to your printer.
  3. Scan the completed form to a PDF file.

**Note:** You may use the Microsoft Word version of Form 15 (available at <http://www.ca9.uscourts.gov/forms/>) to insert into your document.

***Do not file this instruction page***