

**Rule 5-I. Proof of Service**

(a) IN GENERAL. Proof of service of filings required or permitted to be served (other than those for which a method of proof is prescribed elsewhere in these rules or by statute) and proof that chambers copies have been supplied to the assigned judge as required by Rule 5(d), must be filed before any other action is taken on that filing. The proof must show the date and manner of service on the parties and delivery to the judge, and may be made by:

- (1) written acknowledgment;
- (2) affidavit of the person making service or delivery;
- (3) certificate of a member of the Bar of this court; or
- (4) other proof satisfactory to the court.

(b) FAILURE TO MAKE PROOF; AMENDING PROOF. Failure to make proof will not affect the validity of service. The court may at any time allow the proof to be amended or supplied, unless to do so would result in material prejudice to a party.

**COMMENT TO 2017 AMENDMENTS**

Stylistic changes were made to this rule to conform with the 2007 amendments to the Federal Rules of Civil Procedure.