

**BEFORE THE  
UNITED STATES DEPARTMENT OF LABOR  
OFFICE OF ADMINISTRATIVE LAW JUDGES**

OALJ Case No(s): \_\_\_\_\_

In the Matter(s) of:

\_\_\_\_\_  
*(Plaintiff/Complainant/Claimant/Prosecuting Party)*

v.

\_\_\_\_\_  
*(Defendant/Respondent/Employer/Carrier)*

**CERTIFICATE OF SERVICE**

I HEREBY CERTIFY that on this \_\_\_\_ day of \_\_\_\_\_, a copy of the document(s) entitled \_\_\_\_\_ was/were served on the following party/parties as shown below.

\_\_\_\_\_  
Signature and Title of Person Providing Certification

\_\_\_\_\_  
Name of Party or Representative of Party Filing the Document

John Doe  
555 E Main St  
Anytown, USA 55555  
(Regular mail)

Jane Doe, Esq.  
[Jane.doe@lawfirm.com](mailto:Jane.doe@lawfirm.com)  
(e-mail)

Robert Roe, Esq.  
(EFS – [efile.dol.gov](http://efile.dol.gov))

Roberta Roe  
555 Office Park  
Suite 555  
Anytown, USA 55555  
(UPS)

## Sample Form Instructions:

This sample form shows the basic structure of a typical Certificate of Service. You will need to customize it for the type of case before the U.S. Department of Labor, Office of Administrative Law Judges (OALJ). Instructions for the elements of the sample follow below.

### Case No(s).:

Once the case is docketed and an OALJ case number is assigned by OALJ, you must identify all filings with that OALJ case number. 29 C.F.R. § 18.34(c). OALJ case numbers are based on the Fiscal Year a matter is docketed, a three-letter designation of the case type, and the sequential number of the filing. For example, 2021-DBA-00200 would be the 200<sup>th</sup> Davis-Bacon Act case docketed before OALJ in Fiscal Year 2021.

If the case has not yet been docketed, insert “TBD” for the OALJ Case No. [TBD is an abbreviation for “to be determined”] and add a line that provides the Case Number of the agency from which the case originated. The format for agency case numbers varies by program area. As an example, if you are filing a request for an ALJ hearing from an OSHA determination in a whistleblower case, the OALJ case number would be assigned only after receipt of this request. In that situation, the Case Number field for the Certificate of Service would look like this:

OALJ Case No(s): TBD  
OSHA Case No.: 0-0000-00-000

### In the Matters(s) of: --

Insert the names of the parties and their role. The role varies by case type. For example, a Black Lung Benefits Act case is filed by a “Claimant” and is defended by an “Employer.” A FRSA whistleblower case is filed by a “Complainant” and is defended by a “Respondent.” A LCA case is brought by a “Prosecuting Party” and defended by a Respondent. An OFCCP is brought by OFCCP as the “Plaintiff” and is defended by a “Defendant.”

For example, in a whistleblower case, the caption would read:

JOHN DOE,  
*Complainant*

v.

BIG COMPANY,  
*Respondent*

## **Certification of Date and Title of Document --**

Insert the date that the document was served, and the title of the document. For example:

I HEREBY CERTIFY that on this **2<sup>nd</sup>** day of **May 2024**, a copy of the document(s) entitled **Motion for Summary Decision** was served on the following parties as shown below.

## **Signature and Name of Representative --**

For e-filing, it is sufficient to type in the person's name using the "/s/" convention. Use of "/s/" means that you are acknowledging signing the document, even though your handwritten signature does not appear. The signature requirement is for the person who is providing the certification.

The name of party or representative line is to identify on whose behalf the certification is being made. This may or may not be the same person who provided the certification.

For example:

Where the attorney for a party is herself certifying the service:

/s/ JANE DOE, ATTORNEY  
**Signature and Title of Person Providing Certification**

JANE DOE, ATTORNEY FOR COMPLAINANT  
**Name of Party or Representative of Party Filing the Document**

Where a paralegal in a law firm provides the certification:

/s/ JOHN ROE, PARALEGAL  
**Signature and Title of Person Providing Certification**

JANE DOE, ATTORNEY FOR COMPLAINANT  
**Name of Party or Representative of Party Filing the Document**

Where a self-represented party is making the certification:

/s/ ROBERT ROE, COMPLAINANT  
**Signature and Title of Person Providing Certification**

ROBERT ROE, COMPLAINANT  
**Name of Party or Representative of Party Filing the Document**

**List of Parties Served and Manner of Service:**

List the parties served, and the method by which they were served. Generally, if the party is represented by an attorney or non-attorney representative, you must serve that person, although the presiding ALJ may order service also be made on the party. See 29 C.F.R. § 18.30(a)(2)(i). If a person is self-represented, you serve that person directly.

The permitted methods of service are stated in 29 C.F.R. § 18.30(a)(2)(ii), and you should state which method was used on the Certificate of Service. 29 C.F.R. § 18.30(a)(3)(v). For the address used for service, the method of service provides the context. Thus, for example, if a street address was used to serve the document, list the street address. If regular post service was used, note “regular mail.” If a courier service was used, note the type of service (e.g., “UPS”). If service was by e-mail, list the e-mail address used. If the document was served by the Department of Labor’s “Efile/Eserve System (“EFS”), list “EFS – efile.dol.gov” as the address used. Examples of what this looks like are found in the sample Service Sheet above.