

4.10 | CERTIFICATE OF SERVICE

Include the date the brief was sent to OFO and the way you filed it (Public Portal, U.S. Mail, FedEx, etc.) and, if mailed, the date a copy was sent to the agency and how it was sent to the agency.

Here is a sample:

CERTIFICATE OF SERVICE

I certify that on September 15, 2021, this brief was filed with the EEOC's Office of Federal Operations and served on the Agency, U.S. Dept. of XYZ, via the EEOC Public Portal.

Jane Doe

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