

Affidavit of Service of Original Process by Mail

Service Form 1

Affidavit of Service of Original Process by Mail

The numbers on these instructions correspond with the numbers in the boxes on the form. Use the form with the boxes to guide you through filling out the blank form.

- Box 1: Print the name of the county in which you filed.
- Box 2: Print your name exactly as you wrote it on the Complaint.
- Box 3: Print the docket number assigned by the office where legal pleadings are filed.
- Box 4: Print the name of the defendant exactly as is appears on the Complaint.
- Box 5: Print the date you mailed the court documents.
- Box 6: Print your name.
- Box 7: If you filed a divorce case, check here making sure you sent everything listed.
- Box 8: If you filed a custody case, check here making sure you sent everything listed.
- Box 9. Print the date the defendant signed the postal service “green card.”
- Box 10: Print today’s date.
- Box 11: Sign your name.

On a separate piece of paper, tape the green card, with the date and signature side showing, attach the paper to the Affidavit and file it with the office where legal pleadings are filed.

IN THE COURT OF COMMON PLEAS OF 1 COUNTY, PENNSYLVANIA
CIVIL ACTION

2
Plaintiff

4 s.
Defendant :

No. 3

AFFIDAVIT OF SERVICE BY MAIL
Pursuant to Pa. R.C.P. 1930.4

I, On 5, (date documents mailed) I 6, Plaintiff

7 within action, mailed a copy of the:

8 **Divorce:** Divorce Complaint, Notice to Defend and Claim Rights, and Notice of Availability of Counseling

Custody: Custody Complaint, Notice to Defend, and Criminal Record / Abuse History Verification

to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only and regular mail at Defendant's last known address, as indicated on the attached mailing receipt. 9

2. On _____, (date of defendant's signature on green return card), Defendant received the aforesaid Complaint. The mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

I verify that the statements in this document are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Respectfully Submitted,

Date: 10

11
Plaintiff's Signature

IN THE COURT OF COMMON PLEAS OF _____ COUNTY, PENNSYLVANIA
CIVIL ACTION

Plaintiff
:
:
:
vs. No. _____
:
:
:

Defendant
:

AFFIDAVIT OF SERVICE BY MAIL
Pursuant to Pa. R.C.P. 1930.4

- I. On _____, (date documents mailed) I _____, Plaintiff
in the within action, mailed a copy of the:
___ **Divorce:** Divorce Complaint, Notice to Defend and Claim Rights, and Notice
of Availability of Counseling
___ **Custody:** Custody Complaint, Notice to Defend, and Criminal Record / Abuse
History Verification
to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only
and regular mail, at Defendant's last known address, as indicated on the attached mailing
receipt.
2. On _____, (date of defendant's signature on green return card), Defendant
received the aforesaid Complaint. The mailing receipt and return receipt card evidencing
the same are attached hereto and made a part hereof.

I verify that the statements in this document are true and correct to the best of my knowledge,
information, and belief. I understand that false statements herein are made subject to the penalties
of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Respectfully Submitted,

Date: _____

Plaintiff's Signature