

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: Type the name of the county in which you filed.

Box 2: Type your name exactly as you wrote it on the Complaint.

Box 3: Type the docket number assigned by the office where legal pleadings are filed.

Box 4: Type the name of the Defendant exactly as is appears on the Complaint.

Box 5: Type the date you mailed the court documents.

Box 6: Type your name.

Box 7: Click the one box that applies to create a checkmark in that box.

Box 8: Type the date the Defendant signed the postal service "green card."

Box 9: Type today's date or the date signed.

Box 10: 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

No. 3

4 vs.

Defendant

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

I. On 5, (date documents mailed) I 6, Plaintiff
in the within action, mailed a copy of the:

7

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

___ **Modification of a Custody Order:** Custody Complaint, Notice to Defend, and Criminal Record / Abuse History Verification

___ **Petition for Civil Contempt:** 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 8, (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.

Date: 9

Respectfully Submitted,

10

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:

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Verification

___ **Modification of a Custody Order:** Custody Complaint, Notice to Defend,
and Criminal Record / Abuse History Verification

___ **Petition for Civil Contempt:** Custody Complaint, Notice to Defend, and
Criminal Record / Abuse History Verification

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and regular mail, at Defendant's last known address, as indicated on the attached mailing
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Respectfully Submitted,

Date: _____

Plaintiff's Signature