

# **Certificate of Service of Legal Papers Other than Original Process**

Service Form 4

**Certificate of Service of Legal Papers Other than Original Process**  
**Pursuant to Pa. R.C.P. 440**

*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 the name of the plaintiff's name exactly as is appears on the Complaint.
- Box 3. Print the docket number that the office where legal pleadings are filed wrote on the Complaint at the time of filing.
- Box 4: Print the name of the defendant exactly as is appears on the Complaint.
- Box 5: Print your name and check whether you are the Plaintiff or the Defendant.
- Box 6: Print name of pleading served, i.e., Petition for Modification.
- Box 7. Print the date the legal paper was filed.
- Box 8: Print the name of the person being served, and check whether it is the Plaintiff or the Defendant.
- Box 9. Print the address where the legal paper was served.
- Box 10: Check the manner of service, i.e., by first class mail, and the date sent. If not sent by first class mail, explain how the legal paper was delivered to the other party.
- Box11: Print your name, sign and date.

**File this completed form in 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

**CERTIFICATE OF SERVICE  
OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS  
Pursuant to Pa. R.C.P. 440**

I, 5 6, (Plaintiff)(Defendant) in this matter, certify  
that 7 of 8 filed on  
9 is sent to 8 (Plaintiff)( Defendant) at:

10  
By \_\_\_\_\_ first class mail on \_\_\_\_\_

\_\_\_\_\_ other: \_\_\_\_\_ on \_\_\_\_\_

11  
\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

IN THE COURT OF COMMON PLEAS OF \_\_\_\_\_ COUNTY, PENNSYLVANIA  
CIVIL ACTION

\_\_\_\_\_  
Plaintiff  
vs.  
\_\_\_\_\_  
Defendant  
No. \_\_\_\_\_

**CERTIFICATE OF SERVICE  
OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS  
Pursuant to Pa.R.C.P. 440**

I, \_\_\_\_\_, ( ) Plaintiff ( ) Defendant in this matter,  
certify that a copy of \_\_\_\_\_  
filed on \_\_\_\_\_ was sent to \_\_\_\_\_ ( ) Plaintiff ( ) Defendant at:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By \_\_\_\_\_ first class mail on \_\_\_\_\_  
\_\_\_\_\_ other: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date