

# **Certificate of Service**

**Form 11**

## **Form 11 – Certificate of Service**

*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 exactly as you wrote it on Form 1.

Box 2: Print the name of the Plaintiff exactly as it appears on Form 1.

Box 3: Print the docket number that the Prothonotary's Office wrote on Form 1 at the time of filing.

Box 4: Print the name of the Defendant exactly as it appears on Form 1.

**Mark the box or boxes naming the document(s) you are mailing to your spouse. If you are mailing a form not listed, write the name of the form in the “other” space provided.**

Box 5: Print your spouse's name and address.

Box 6: Write the date.

Box 7: Sign and Print your name.

**File the completed form with the Prothonotary / Clerk.**

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

2  
 \_\_\_\_\_,  
 PLAINTIFF

: : : : :

4 vs.

\_\_\_\_\_,  
**DEFENDANT**

Case No. 3  
 \_\_\_\_\_

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies that on this date, a true and correct copy of the following have been served: (check any of the following that apply)

- Affidavit Under Section 3301(d) of the Divorce Code
- Notice of Intention to Request Entry of Section 3301(d) Divorce Decree, and Counter-Affidavit Under 3301(d)
- Affidavit of Non-Military Service
- Notice of Intention to Request Entry of Section 3301(c) Divorce Decree, and Counter-Affidavit Under 3301(c)
- (Other) \_\_\_\_\_

The undersigned hereby certifies that the above documents were served by first class mail to the following:

5  
 \_\_\_\_\_  
 (spouse's name)

\_\_\_\_\_  
 (spouse's address)

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

Date: 6  
 \_\_\_\_\_

7  
 \_\_\_\_\_  
 (Signature)

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

