

# **Praecipe to Transmit Record**

## **Form 12**

## **Form 12 - Praecepte to Transmit Record**

*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 it appears on the Complaint.

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

Box 3: Print the docket number given your case at the time of filing.

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

Box 5: Check 3301(c). If you are not seeking this type of divorce, do not complete this form.

Box 6: Print the date that the Complaint, Form 1 was served. Refer to Service Instructions.

Box 7: Print the manner of service: Refer to Service Instructions.

Box 8: Print the date Plaintiff signed Form 5a (Affidavit of Consent).

Box 9: Print the date Defendant signed Form 5b (Affidavit of Consent).

Box 10: Leave blank.

Box 11: Leave blank.

Box 12: If you have no other pending claims, write "no claims pending."  
**IF YOU HAVE PENDING CLAIMS YOU SHOULD SPEAK TO AN ATTORNEY BEFORE FILING THIS FORM.**

Box 13: If you sent a Notice of Intent to Request Entry of Divorce and Counter Affidavit, attach a copy, and fill in the date it was served.

Box 14: Print the manner of service.

Box 15: If you and the other party both filed Waivers of Notice, enter the date Plaintiff's Waiver of Notice was filed with the prothonotary

Box 16: If you and the other party both filed Waivers of Notice, enter the date Defendant's Waiver of Notice was filed with the prothonotary.

Box 17: Write the date you are filing this form.

Box 18: Sign your name and check whether you are the Plaintiff or the Defendant.

