

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.

