## Affidavit of Service of Original Process by Mail

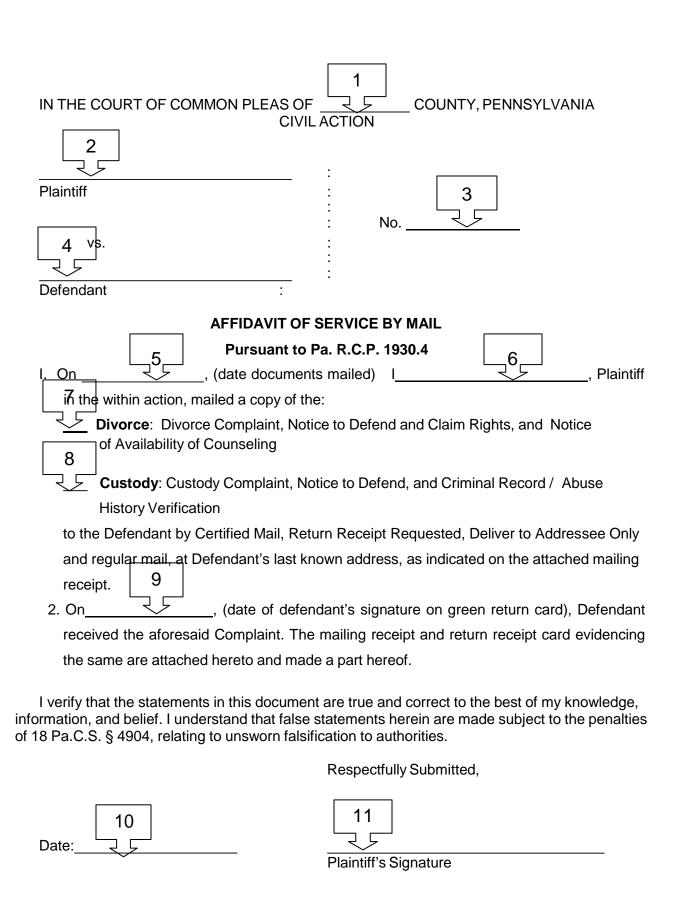
**Service Form 3b** 

## 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: Print the name of the county in which you filed.
- Box 2: Print your name exactly as you wrote it 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 it appears on the Complaint.
- Box 5: Print the date you mailed the court documents.
- Box 6: Print your name.
- Box 7: If you filed a divorce case, check here making sure you sent everything listed.
- Box 8: If you filed a custody case, check here making sure you sent everything listed.
- Box 9: Print the date the defendant signed the postal service "green card."
- Box 10: Print today's date.
- Box 11: 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.



THE COURT OF COMMON PLEAS OF _	COUNTY, PENNSYLVANIA
CIVIL	ACTION
District.	:
Plaintiff	: :
VS.	: No
	: :
Defendant	:
_	SERVICE BY MAIL Pa. R.C.P. 1930.4
I. On, (date docum	ents mailed) I, Plaintiff
in the within action, mailed a copy of the	ne:
Divorce: Divorce Complaint, No	tice to Defend and Claim Rights, and Notice
of Availability of Counseling	
Custody: Custody Complaint, No	otice to Defend, and Criminal Record / Abuse
History Verification	
to the Defendant by Certified Mail, Re	turn Receipt Requested, Deliver to Addressee Only
and regular mail, at Defendant's last k	nown address, as indicated on the attached mailing
receipt.	
2. On, (date of de	efendant's signature on green return card), Defendan
received the aforesaid Complaint. T	he mailing receipt and return receipt card evidencing
the same are attached hereto and made	de a part hereof.
	nt are true and correct to the best of my knowledge, statements herein are made subject to the penalties ification to authorities.
	Respectfully Submitted,
Date:	

Plaintiff's Signature