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** Case No. VS. **DEFENDANT** 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: (spouse's name) (spouse's address) Date: (Signature) Print Name

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY, PENNSYLVANIA CIVIL ACTION

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PLAINTIFF	······································		
vs.		: Case No. :	
	,	: :	
DEFENDANT	·,	•	
The undersigned I	CERTIFICATE nereby certifies that		ue and correct copy of the
following have been serve	ed: (check any of th	e following that a	pply)
Affidavit Und	der Section 3301(d)	of the Divorce C	ode
	ention to Request I r-Affidavit Under 33	-	301(d) Divorce Decree,
Affidavit of N	Non-Military Service)	
	ention to Request E r-Affidavit Under 33		301(c) Divorce Decree,
(Other)			
The undersigned I	nereby certifies that	t the above docur	nents were served by first
class mail to the following	ı:		
	(spouse's name)		
	(spouse's	address)	
	(spouse's	telephone)	
Date:			
_ 5		(Signature)	
		Print Name	