

**Certificate of Service of
Legal Papers Other than
Original Process**

Service Form 3d

Certificate of Service of Legal Papers Other than Original Process
Pursuant to Pa. R.C.P. 440

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 the name of the plaintiff's name exactly as it appears on the Complaint.
- Box 3: Print the docket number that the office where legal pleadings are filed wrote on Complaint at the time of filing.
- Box 4: Print the name of the defendant exactly as it appears on the Complaint.
- Box 5: Print your name and check whether you are the Plaintiff or the Defendant.
- Box 6: Print name of pleading served, i.e., Petition for Modification.
- Box 7: Print the date the legal paper was filed.
- Box 8: Print the name of the person being served, and check whether it is the Plaintiff or the Defendant.
- Box 9: Print the address where the legal paper was served.
- Box 10: Check the manner of service, i.e., by first class mail, and the date sent. If not sent by first class mail, explain how the legal paper was delivered to the other party.
- Box 11: Print your name, sign and date.

File this completed form in the office where legal pleadings are filed.

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

2

Plaintiff

4 vs.

Defendant

No. 3

**CERTIFICATE OF SERVICE
OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS
Pursuant to Pa. R.C.P. 440**

I, that 5 6, (Plaintiff)(Defendant) in this matter, certify
that a copy of 7 8 filed on
9 was sent to _____ (Plaintiff)(Defendant) at:

10

By _____ first class mail on _____

_____ other: _____ on _____

11

Print Name

Signature

Date

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY, PENNSYLVANIA

CIVIL ACTION

_____	:	
Plaintiff	:	
	:	
	:	No. _____
vs.	:	
	:	
_____	:	
Defendant	:	

**CERTIFICATE OF SERVICE
OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS
Pursuant to Pa.R.C.P. 440**

I, _____, () Plaintiff () Defendant in this matter, certify that
a copy of _____ filed on
_____ was sent to _____ () Plaintiff () Defendant at:

By ____ first class mail on _____
____ other: _____

Print Name

Signature

Date