

**Affidavit of Service of
Original Process by
Certified 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 filing under 3301(d), 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.

1

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

2

Plaintiff

vs. 4

Defendant

No. 3 _____

:
:
:
:
:
:
:
:

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL
Pursuant to Pa. R.C.P. 1930.4

5

6

1. On _____, (date documents mailed), I _____, Plaintiff in
the within action, mailed a copy of the:

7

_____ **Divorce:** Divorce Complaint, Notice to Defendant and Claim Rights, and Notice of
Availability of Counseling

8

_____ **Divorce:** 3301(d) Affidavit and Blank 3301(d) Counter-Affidavit. *(Only required in
3301(d) Divorce Cases)*

to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only;
and by first-class mail; at Defendant's last known address

A. On _____, (date of defendant's signature on green card), Defendant received
the aforesaid Complaint; and, if applicable, the 3301(d) Affidavit and Blank 3301(d) Counter-
Affidavit. The mailing receipt and return receipt card evidencing the same are attached
hereto and made a part hereof.

OR

B. On _____, (date of delivery as indicated on return receipt), Defendant
received the aforesaid Complaint; and, if applicable, 3301(d) Affidavit and Blank 3301(d)
Counter-Affidavit. The mailing receipt and return receipt card evidencing the same are
attached hereto and made a part hereof.

_____ The first-class mail was not returned within fifteen (15) days of mailing.

I verify that the statements in this document are true and correct to the best of my
knowledge, information, and belief. I understand that false statements herein are made subject to
the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

9
(A. OR B.)

9

Date: _____

Respectfully Submitted, 10

Plaintiff's Signature

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

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

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL
Pursuant to Pa. R.C.P. 1930.4

1. On _____, (date documents mailed), I _____, Plaintiff in the within action, mailed a copy of the:

___ **Divorce:** Divorce Complaint, Notice to Defendant and Claim Rights, and Notice of Availability of Counseling

___ **Divorce:** 3301(d) Affidavit and Blank 3301(d) Counter-Affidavit. (*Only required in 3301(d) Divorce Cases*)

to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only; and by first-class mail; at Defendant's last known address

A. On _____, (date of defendant's signature on green card), Defendant received the aforesaid Complaint; and, if applicable, the 3301(d) Affidavit and Blank 3301(d) Counter-Affidavit. The mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

OR

B. On _____, (date of delivery as indicated on return receipt), Defendant received the aforesaid Complaint; and, if applicable, 3301(d) Affidavit and Blank 3301(d) Counter-Affidavit. The mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

___ The first-class mail was not returned within fifteen (15) days of mailing.

I verify that the statements in this document are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Respectfully Submitted,

Date: _____

Plaintiff's Signature