Praecipe to Reinstate the Complaint

Form 4

Form 4 – Praecipe to Reinstate the Complaint

You only need to file this form if you were unable to successfully serve the Complaint, Form 1, on the other party within 30 days (or within 90 days if the other party does not live in Pennsylvania). The date you file this Praecipe re-starts the clock for service, and you will have another 30 days (or 90 days if the other party does not live in Pennsylvania) to serve Form 1 on the other party. For example, if you file the Praecipe to Reinstate the Complaint on January 1st, then you must serve the other party by January 31st.

The numbers on these instructions correspond with the numbers in the arrowboxes on the form. Use the form with the arrowboxes to guide you through filling out the blank form.

1. Print the name of the county you are filing in by arrowbox 1. Print exactly what you wrote on Form 1, by arrowbox 1.

2. Print your name by arrowbox 2. Print your name exactly as you wrote it on Form 1, by arrowbox 2.

3. Print your spouse's name by arrowbox 3. Print your spouse's name exactly as you wrote it on Form 1, by arrowbox 3.

4. Print the docket number by arrowbox 4. The docket number is the number that the Prothonotary's Office wrote on Form 1, by arrowbox 4 at the time of filing.

5. Print the date by arrowbox 5.

6. Sign this form by arrowbox 6.

7. File this form with the Prothonotary.

IN THE COURT OF COMMON PLEAS OF _____[1]_____ COUNTY, PENNSYLVANIA

_____[2]_____, : **CIVIL ACTION – LAW**
Plaintiff (your full name) :
  :
vs. : Case No._____[4]_____
  :
_____[3]_____, :
Defendant (spouse's full name) : **IN DIVORCE**

PRAECIPE TO REINSTATE THE COMPLAINT

To the Prothonotary:

    Please reinstate the Complaint for Divorce Under Section 3301(c) or 3301(d) of the Divorce Code filed in the above-captioned matter.

        Respectfully submitted,

Date:_____[5]_____   _____[6]_____
                         Plaintiff's Signature

IN THE COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY, PENNSYLVANIA

_____, : **CIVIL ACTION – LAW**
PLAINTIFF (your full name) :
                                                  :
                                                  : Case No. _____
      vs. :
                                                  :
_____, :
DEFENDANT (spouse's full name) : IN DIVORCE

PRAECIPE TO REINSTATE THE COMPLAINT

To the Prothonotary:

     Please reinstate the Complaint for Divorce Under Section 3301(c) or 3301(d) of the Divorce Code filed in the above-captioned matter.

                          Respectfully submitted,

Date: _____   _____

                                   Plaintiff's Signature