



**INSTRUCTIONS TO OBTAIN CERTIFIED COPIES OF DIVORCE DECREES**  
**For Actions in Divorce Filed in Philadelphia County from 1885 to Present**

To obtain a divorce decree, please mail your request to our office:

Office of Judicial Records  
Civil Filing Center  
City Hall, Room 296  
Broad and Market Streets  
Philadelphia, PA 19107

The following items must accompany your request:

- A typed or handwritten note requesting a certified copy of the divorce decree. Please include the following information in your note:
  - ❖ Full names of the spouses:
    - Include first name, married last name, and middle initial for each spouse.
  - ❖ Case number assigned to the divorce action (if known).
  - ❖ Approximate year of the divorce.
  - ❖ Your phone number and/or email address so that we can contact you directly if we need additional information.
- Payment of \$41.58.
  - ❖ Payable to: Office of Judicial Records.
  - ❖ Acceptable payment instruments include cashier's checks, attorney's checks, business checks, and money orders. Personal checks are not acceptable. All payment instruments must be made payable to the Office of Judicial Records.
- A self-addressed stamped envelope.

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-4252 or [OJR\\_Civil@courts.phila.gov](mailto:OJR_Civil@courts.phila.gov).