

Instructions for:

Form 3-B

**Affidavit of Service by
Mail**



Form 3-B - Affidavit of Service by Mail

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. Write the name of the county you are filing in by arrowbox 1. Write exactly what you wrote on Form 1, by arrowbox 1.
2. Write your name by arrowbox 2. Write your name exactly as you wrote it on Form 1, by arrowbox 2.
3. Write your spouse's name by arrowbox 3. Write your spouse's name exactly as you wrote it on Form 1, by arrowbox 3.
4. Write the docket number by arrowbox 4. The docket number is the number that the office where legal pleadings are filed wrote on Form 1, by arrowbox 4 at the time of filing.
5. Write your name by arrowbox 5.
6. Write the date you mailed Form 1 by arrowbox 6.
7. Write the date your spouse signed the green card by arrowbox 7.
8. Write today's date by arrowbox 8.
9. Sign your name by arrowbox 9.
10. File this form with the office where legal pleadings are filed.

The returned green card must be filed with this form. It is recommended that you tape the green card, with the date and signature side up, to a second sheet of paper and staple it to this form when you file it with the office where legal pleadings are filed.

Note: Because this is original service (see Introduction section), you must also provide a copy of the complete service document to the other party.

IN **1** COURT OF COMMON PLEAS OF
COUNTY, PENNSYLVANIA

2
_____,
PLAINTIFF (your full name) : CIVIL ACTION – LAW
: :
: :
: :
vs. **3** :
_____, :
DEFENDANT (spouse’s full name) : IN DIVORCE
: :
: :

4
Case No. _____

AFFIDAVIT OF SERVICE BY MAIL

I, **5**
_____, Plaintiff in the above-captioned action depose and
say the following: **6**

1. On **7** _____ (date mailed documents), a copy of the Complaint in Divorce and Notice to Defend and Claim Rights with Notice of Availability of Counseling in the above-captioned matter was mailed to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only, and regular mail to Defendant’s last known address, as indicated on the attached mailing receipt.
2. On _____ (date of spouse’s signature on green return card), Defendant received the aforesaid Divorce Complaint and the mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

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: **8**

9

Plaintiff’s Signature

**IN THE COURT OF COMMON PLEAS OF
_____ COUNTY, PENNSYLVANIA**

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

AFFIDAVIT OF SERVICE BY MAIL

I, _____, Plaintiff in the above-captioned action depose and say the following:

1. On _____ (date mailed documents), a copy of the Complaint in Divorce and Notice to Defend and Claim Rights with Notice of Availability of Counseling in the above-captioned matter was mailed to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only and regular mail, at Defendant's last known address, as indicated on the attached mailing receipt.
2. On _____ (date of spouse's signature on green return card), Defendant received the aforesaid Divorce Complaint and the mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

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