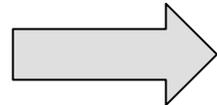


**Instructions for:**

**Form 11**

**Certificate of Service**



## **Form 11 – Certificate of Service**

*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 the name of the Plaintiff by arrowbox 2. Write it exactly as it appears on Form 1, by arrowbox 2.
3. Write the name of the Defendant by arrowbox 3. Write it exactly as it appears on Form 1, by arrowbox 3.
4. Write 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. Mark the box(es) of the document(s) you are mailing to your spouse. If you are mailing a form not listed, write the name of the form in the “other” space provided.
6. Write your spouse's name and address by arrowbox 6.
7. Write the date by arrowbox 7.
8. Sign your name by arrowbox 8.
9. File this form with the Prothonotary.

IN 1 COURT OF COMMON PLEAS OF  
 COUNTY, PENNSYLVANIA

2 \_\_\_\_\_, : **CIVIL ACTION – LAW**  
 PLAINTIFF :  
 :  
 :  
 vs. : **Case No.** 4 \_\_\_\_\_  
 :  
 :  
3 \_\_\_\_\_, :  
 DEFENDANT : **IN DIVORCE**

**CERTIFICATE OF SERVICE**

The undersigned hereby certifies that on this date, a true and correct copy of the following have been served: (check any of the following that apply)

- Affidavit Under Section 3301(d) of the Divorce Code
- Notice of Intention to Request Entry of Section 3301(d) Divorce Decree, and Counter-Affidavit Under 3301(d)
- 5  Affidavit of Non-Military Service
- Notice of Intention to Request Entry of Section 3301(c) Divorce Decree, and Counter-Affidavit Under 3301(c)
- (Other) \_\_\_\_\_

The undersigned hereby certifies that the above documents were served by first class mail to the following:

6  
 \_\_\_\_\_  
 (spouse's name)  
 \_\_\_\_\_  
 (spouse's address)  
 \_\_\_\_\_  
 \_\_\_\_\_

Respectfully Submitted,

Date: 7 \_\_\_\_\_

8 \_\_\_\_\_  
 (Signature)

IN THE COURT OF COMMON PLEAS OF  
\_\_\_\_\_ COUNTY, PENNSYLVANIA

_____	:	CIVIL ACTION – LAW
PLAINTIFF	:	
	:	
vs.	:	Case No. _____
	:	
_____	:	IN DIVORCE
DEFENDANT	:	

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- Affidavit of Non-Military Service
  
- Notice of Intention to Request Entry of Section 3301(c) Divorce Decree, and Counter-Affidavit Under 3301(c)
  
- (Other)\_\_\_\_\_

The undersigned hereby certifies that the above documents were served by first class mail to the following:

\_\_\_\_\_  
(spouse's name)

\_\_\_\_\_  
(spouse's address)

\_\_\_\_\_

\_\_\_\_\_  
Respectfully Submitted,

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)