

\_\_\_\_\_,  
Plaintiff,

No. FD \_\_\_\_\_

vs.

\_\_\_\_\_,  
Defendant.

**AFFIDAVIT OF SERVICE**

I, \_\_\_\_\_, the undersigned, hereby state that I served a copy of the

(check all that apply:)

P.F.A. PETITION and TEMPORARY PFA ORDER  
 CONTINUANCE ORDER

in this action upon the above named Defendant by handing those papers to the Defendant at the following ADDRESS:

\_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at approximately \_\_\_\_\_ o'clock \_\_\_\_\_m.

I verify that the statements made in this Affidavit of Service are true and correct. I understand that any false statements herein are made subject to the penalties of Pa. C. S. Section 4904, relating to unsworn falsification to authorities.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
or POLICE DEPT. / ZONE

If law enforcement: TITLE: \_\_\_\_\_ BADGE # \_\_\_\_\_

**FAX TO: Family Court: (412) 350-5599**

**WEAPONS: FOR LAW ENFORCEMENT USE ONLY**

Defendant relinquished the following items to the above-listed law enforcement agency:

\_\_\_ - firearm(s)    \_\_\_ - firearm license(s)    \_\_\_ - ammunition    \_\_\_ - other weapons (other than firearms)

If ANY items were relinquished and checked-off above:

**FAX TO: Family Court: (412) 350-5599    AND**

**Allegheny County Sheriff: (412) 350-5854**

# **WHERE TO TAKE YOUR COPIES**

**2 COPIES FOR YOU:** You should always keep a Certified copy of your PFA Order with you. You may make extra copies of the PFA Order to give to schools, daycare, work, etc. Your Order will be registered by computer with the PA State Police and any police department may verify its terms by calling the State Police.

## **1 COPY FOR YOUR LOCAL POLICE:**

You should IMMEDIATELY deliver a copy of your PFA Order to your police department. The police where **YOU** reside should keep a copy on file so that they are aware of where you live and what the terms are of the PFA Order.

## **1 COPY FOR THE DEFENDANT:**

IT IS YOUR RESPONSIBILITY TO SEE THAT THE DEFENDANT IS SERVED WITH A COPY OF THE PFA ORDER AS SOON AS POSSIBLE.

**YOU DO NOT HAVE TO SERVE THE DEFENDANT YOURSELF.**

ANY POLICE OFFICER or COMPETENT ADULT may serve the PFA Order to the Defendant. It is preferred and recommended that service be done by a police officer. However, the police will not go outside of their jurisdiction or zone. The police where the Defendant can be located may assist you. The Defendant **MUST** be served with a copy of your PFA Order before a Final PFA Order can be entered. Service is necessary to inform the Defendant of the Final Hearing date. Service requires that the Defendant be **HANDED** a copy. The Defendant does not have to accept or keep the copy or sign anything, so long as the copy is handed to them. The Defendant may be served where ever he or she can be located (at home, at work, on the street, in a bar, etc).

## **AFFIDAVIT OF SERVICE:**

An "AFFIDAVIT OF SERVICE" is a one-page form included in your PFA packet. This form is required at the Final Hearing as your **PROOF** that the Defendant was served. This form **MUST** be completed and signed by the person or police officer who hands the PFA Order to the Defendant. You must have the person or police officer who serves the PFA Order fill out the Affidavit and sign it. The Defendant does not have to sign this form. The Affidavit should not be completed until **AFTER** the Defendant has been served. It is your responsibility to bring the completed Affidavit with you to the Final Hearing.

## **FAILURE TO SERVE THE DEFENDANT:**

You are responsible for using your best efforts, with the help of the police, to serve the Defendant. If you are unable to locate and serve the Defendant, **YOU MUST APPEAR AT THE FINAL HEARING.** The Court will review the circumstances and if necessary, your PFA Order may be continued to allow for more time to complete service on the Defendant. In addition, the Court may approve alternate means of service depending on the circumstances.

**IF YOU DO NOT RETURN FOR THE FINAL HEARING, YOUR CASE MAY BE DISMISSED.**