

_____,
Petitioner

Vs.

FD: _____

_____,
Respondent

CERTIFICATE OF SERVICE

I hereby certify that the Respondent was served with a copy of the following: (check all that apply)

- Custody Complaint Petition for Modification of a Custody Order Petition for Civil Contempt for Disobedience of a Custody Order Custody Scheduling Order
- Other: _____

If you served the Respondent by original process, please check one:

1. **CERTIFIED MAIL:** The Respondent was served by pre-paid, certified mail with return receipt requested through the U.S. Postal Service on _____ (date) at _____ (time).
The Respondent or the Respondent's authorized agent *signed* the green certified mail card. The green certified mail card has been returned to me by the postal authorities and is attached as proof of service. **Signed green certified mail card is attached.**
2. **CERTIFIED MAIL or COMERCIAL CARRIER AND REGULAR MAIL:** The Respondent was served via both certified mail or commercial carrier (ex: UPS or FedEx) and regular mail. Check all that apply:
 - The certified green card has been signed and is attached.
 - Proof of receipt from the carrier that the delivery is received, or the delivery is refused and is attached.**
 - The regular mail has not been returned to me by the Post Office as of _____ (date).

3. **PERSONAL SERVICE:** _____ (name) served a copy of the above referenced pleadings on _____ (Respondent). The person who served the Respondent is over the age of eighteen and is not a party to the case. The Respondent was served on _____ (date) at _____ (time) at the following address: _____

4. **SERVICE TO ATTORNEY OF RECORD:** The Respondent's attorney of record was served with a copy of the above pleading by personal service, First Class regular mail through the U.S. Postal Service or by transmitting a copy by facsimile to the Respondent's attorney of record on _____ (date).

If you did not serve the Respondent by original process, please check one:

1. **REGULAR MAIL:** The Respondent was served with a copy by First Class regular mail through the U.S. Postal service on _____ (date) at _____ (time) and the mail was not returned to me as of _____ (date).

2. **PERSONAL SERVICE:** _____ (name) served a copy of the above referenced pleadings on _____ (Respondent). The person who served the Respondent is over the age of eighteen and is not a party to the case. The Respondent was served on _____ (date) at _____ (time) at the following address: _____

3. **SERVICE TO ATTORNEY OF RECORD:** The Respondent's attorney of record was served with a copy of the above pleading by personal service, First Class regular mail through the U.S. Postal Service or by transmitting a copy by facsimile to the Respondent's attorney of record on _____ (date).

4. **SERVICE BY EMAIL:** In addition to one of the above methods of service, service was made on _____ (name) by email at _____ (email address) on _____ (date).

CERTIFICATE OF COMPLIANCE

I certify that this filing complies with the provisions of the *Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts* that require filing confidential information and documents differently than non-confidential information and documents.

Submitted by: _____
 Signature: _____
 Name: _____
 Attorney No.: _____
 (if applicable)

I certify that the statements made in this Certificate of Service are true and correct. I understand that any false statements made herein are made subject to the penalties of 18 Pa.C.S. Section 4909 relating to unsworn falsification to authorities.

Date

Signature of person who made service