

**IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA, FAMILY DIVISION**

\_\_\_\_\_,  
**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