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

_____ ,
Petitioner

VS. Case Number: FD _____

_____ .
Respondent

Certificate of Service

Filed on Behalf of:

Name: _____
Address: _____
_____
Phone: _____
Email: _____

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 a Copy of the Criminal Record/Abuse History Verification Form, a Blank Criminal Record/Abuse History Verification Form, Domestic Violence Waiver (if applicable) and 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 regula 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