

**IN THE COURT OF COMMON PLEAS OF  
CLARION COUNTY, PENNSYLVANIA**

: CIVIL ACTION  
:  
:  
:  
:  
:  
: NO.

v. \_\_\_\_\_

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**CERTIFICATE OF SERVICE  
ORIGINAL PROCESS**

I, \_\_\_\_\_ certify that I did serve the Complaint  
in Divorce on \_\_\_\_\_ at the following address:  
(Name of Defendant)

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I mailed a true and correct copy of the Complaint in Divorce, by certified mail, return receipt requested, restricted delivery, and I mailed another copy of the Complaint in Divorce by first class mail.

I certify that (check ALL of the following which are true):

**Certified mail:**

\_\_\_\_\_ The green and white sender's receipt is attached (ATTACH receipt)

\_\_\_\_\_ The green recipient's receipt is attached. (ATTACH receipt)

\_\_\_\_\_ The certified mail was returned to me unsigned, with the notation that the certified mail was:

\_\_\_\_\_ refused

\_\_\_\_\_ unclaimed

\_\_\_\_\_ other notation : \_\_\_\_\_

\_\_\_\_\_ Neither the certified mail envelope nor the certified mail receipt was returned to me.

**Regular Mail:**

\_\_\_\_\_ I mailed a copy of the Complaint in Divorce by regular first class mail on \_\_\_\_\_.  
(enter date)

**NOTE:** If the regular mail is not delivered but is returned to you, please file it with the Prothonotary's Office.

I verify that the information in the Certificate of Service is true and correct. I understand that false statements made are subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

Date: \_\_\_\_\_  
Signature of Plaintiff

**IF YOU ARE FILING THIS BEFORE SERVICE HAS BEEN MADE ON THE DEFENDANT:**

**YOU MAY ATTACH THE GREEN & WHITE SENDER'S RECEIPT UPON FILING THIS DOCUMENT AT THE PROTHONOTARY'S OFFICE. WHEN YOU RECEIVE THE GREEN RECIPIENT'S RECEIPT BACK, YOU MUST TAKE THAT TO THE PROTHONOTARY'S OFFICE TO BE PLACED WITH THIS DOCUMENT.**

**IF ANY FIRST CLASS MAIL IS RETURNED TO YOU, YOU MUST ALSO FILE THAT WITH THE PROTHONOTARY'S OFFICE.**

**STAPLE OR TAPE CERTIFIED MAIL RECEIPTS BELOW:**

**GREEN AND WHITE SENDER'S RECEIPT**

**ATTACH HERE**

**GREEN RECIPIENT'S RECEIPT**

**ATTACH HERE**