

County of Susquehanna

Self-Help/Pro-Se Packet

DIVORCE PACKET

This packet is to be used to obtain a simple no-fault Divorce Decree in Susquehanna County.

If you wish to pursue a divorce on fault grounds, or if you wish to make claims for equitable distribution of marital property, alimony, costs and expenses, and other economic claims, you cannot use these forms to obtain a divorce and are strongly encouraged to seek legal assistance from a licensed attorney.

DISCLAIMER

Court and Prothonotary's Office staff are not able to give you legal advice or help you fill out/complete these forms. The information in this packet is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. Even if you fully complete and submit these forms, this does not mean that the court will decide the case in your favor. If you want to obtain the services of an attorney but do not know whom to contact, please call North Penn Legal Services (570) 265-6127. A list of Attorneys Practicing in Susquehanna County Available for Consultation can be obtained by inquiring with the Prothonotary.

Packet Last Updated: 10/19/18

Introduction

A divorce is a way to legally end your marriage. Although a divorce is usually obtained through the assistance of an attorney, these forms may be used to obtain a simple no-fault divorce in Susquehanna County without an attorney. It is recommended, however, that you speak to an attorney so that you may be advised of your legal rights. If you choose to represent yourself (proceed *pro se*), you will be held to the same standards as those required for attorneys, and you must follow all local and state Rules and Procedures.

Please remember that Court and Prothonotary staff cannot give you legal advice and cannot fill out the forms for you. Please read all directions carefully before proceeding.

Types of Divorce

No-Fault. There are two types of no-fault divorce in Pennsylvania:

1. No-Fault Consent Divorce under Section 3301(c) of the Divorce Code. A divorce under Section 3301(c) of the Divorce Code **requires the consent of both parties**. After filing and serving the Divorce Complaint, both parties must wait a **minimum of 90 days** before completing the divorce.
2. Irretrievable Breakdown under Section 3301(d) of the Divorce Code. A divorce under Section 3301(d) of the Divorce Code **does not require the consent** of the other party. However, the parties **must be separated** for at least one year (for separation that began **on or after** December 5, 2016) or two (2) years (if separation began **before** December 5, 2016) before a divorce can be obtained. Being separated for one or two years means that the parties must have lived separate and apart for at least one or two years. There are limited exceptions to the general rule where the parties may continue to reside together, but are living "separate and apart." For more information, consult an attorney.

Fault. A party may also obtain a divorce based on "fault" grounds, by proving that the other party did something wrong. **The forms in this packet cannot be used for a fault divorce** and you must obtain the assistance of an attorney to pursue a fault divorce.

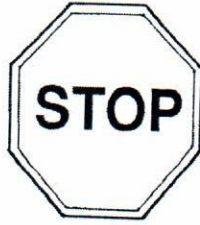
Who May File

If either party has been a **resident** of Pennsylvania **for at least six (6) months** prior to filing the Divorce Complaint, then you may file for a divorce in Pennsylvania. Venue in Susquehanna County (or the ability to bring the action in Susquehanna County) is proper if 1) at least one party resides in Susquehanna County, or 2) both parties consent to venue in Susquehanna County.

How Much Does It Cost

There is a filing fee associated with obtaining a divorce. Contact the Prothonotary's Office for information about filing fees. If you cannot afford to pay the filing fee, you may ask the Court to be excused from paying by filing a petition to proceed *In Forma Pauperis* (IFP). The In Forma Pauperis Packet can be obtained in the Prothonotary's Office in the Self-Help Forms/Pro-Se area.

Economic Issues



Equitable Distribution. Upon the dissolution of a marriage, all marital property must be divided between the spouses. This division of the property is called equitable distribution, and can be done either by an independent agreement between the parties, or by the assistance of the Court. **IF YOU REQUIRE THE COURT'S INTERVENTION IN DIVIDING MARITAL PROPERTY, THEN YOU CANNOT USE THESE FORMS TO OBTAIN A DIVORCE, AND YOU ARE STRONGLY ENCOURAGED TO SEEK LEGAL COUNSEL.**

Spousal Support and APL. The amount for spousal support and alimony pendente lite (APL) is set according to each spouse's respective ability to provide support under State guidelines. Spousal support is support received by one spouse during the marriage. APL is support paid by one spouse to the other **during** the divorce proceedings, and terminates when all claims in the divorce are finalized. The purpose of APL is to give the dependent spouse the opportunity to litigate a divorce on equal grounds with the other spouse. Spousal Support and APL cannot be awarded at the same time. **If you wish to seek APL, you must have a divorce action filed. The APL petition must be filed in the Court where the divorce action was filed. This packet includes a petition for APL. Please refer to the enclosed instructions.**

Alimony. Alimony is money paid by one ex-spouse to the other *after* the Divorce Decree is granted. **If you wish to seek Alimony, then you may not use these forms to obtain a divorce, and you are strongly encouraged to seek legal assistance.**

Rules for Reference

State Rules pertaining to divorce can be found in the Pennsylvania Rules of Civil Procedure (Pa.R.C.P), specifically Rule No. 1920.1 through Rule No. 1920.92 at:
<https://www.pacode.com/secure/data/231/chapter1920/chap1920toc.html>

State Rules pertaining to domestic relations matters generally can be found in the Pennsylvania Rules of Civil Procedure, specifically Rule No. 1930.1 through 1930.9, and Rule No. 1931 at: <https://www.pacode.com/secure/data/231/chapter1930/chap1930toc.html>

**Procedure for filing a simple no-fault divorce under Section 3301(c)
of the Divorce Code, if both parties consent to the divorce.**

STEP ONE: Notice to Defend and Claim Rights, Complaint, and Verification.

A divorce case is started with the filing of a Notice to Defend and Claim Rights, Complaint for Divorce, and Verification, all of which can be found in Form #1. Form #1 and all documents filed in your case must be filed in the Prothonotary's Office along with at least two completed copies. Upon filing, the Prothonotary will assign a case number to your case, and you must include this case number on all future filings. You must pay the Prothonotary a filing fee; however, if you cannot afford to pay the filing fee, you may ask the Court to be excused from paying the filing fee by filing an In Forma Pauperis Petition. Reference the In Forma Pauperis Packet for information on how to be excused from paying the filing fee. You must file the completed original Form #1, **plus two** completed copies of Form #1, in the Prothonotary's Office. The Prothonotary will timestamp the original and copies, and will retain the original and will return the two copies to you; one for you to keep and one for you to serve upon the Defendant. **Complete Form #1 in its entirety. If information is omitted or wrong, the Court cannot proceed with your divorce, and Form #1 will need to be re-executed and re-served.** Reference Pa.R.C.P. 1920.12. *(For all forms, you, as the filing party, are the "Plaintiff" and your spouse is the "Defendant.")*

Form #1, Page 1 - Fill in Plaintiff and Defendant lines but leave Case No. space blank (the Prothonotary's Office will give you a docket number). Fill in full name and address of your spouse.

Form #1, Page 2:

1. Under Paragraph 1, include **your name** and **your address** and **circle "3301(c)"**.
2. Under Paragraph 2, include your **spouse's name** and your **spouse's address**, including county.
3. Under Paragraph 4, include your **date of marriage**, and **city, county** and **state** of marriage.
4. Under Paragraph 5, circle "(have not)" if there have been **no prior actions** of divorce or for annulment **between the parties**. Circle "(have)" if there **have been prior actions** of divorce or for annulment, and provide information regarding the Court, Case Number, and its relationship to this action in the space provided.
5. Under Paragraph 7, include the **date of separation** of the parties.
6. Sign and date both the Complaint and the Verification.

Entry of Appearance of Self-Represented Party. You must complete Form #18, the Entry of Appearance of Self-Represented Party, and file it **when you file** the completed Form #1. Reference Pa.R.C.P. 1930.8.

STEP TWO: Service of the Complaint (Getting a timestamped copy to your spouse)

How to Serve the Complaint. You must serve a timestamped copy (meaning a copy timestamped by the Prothonotary) of the completed Form #1 (Notice to Defend and Claim Rights, Complaint for Divorce, and Verification) on your spouse. This may be done in one of three ways:

1. Personal Service – an adult, other than you, personally hands the timestamped copy of Form #1 to the Defendant. The person who hands the papers to the Defendant must sign a completed Affidavit of Service, Form #2a.

2. Acceptance of Service – the Defendant may complete and sign Form #2b stating that he/she personally accepts service of Form #1.
3. Service by Certified Mail – a timestamped copy of Form #1 may be mailed to the Defendant by certified mail, return receipt requested, restricted delivery. When you receive the signed green card back from the Post Office, complete Form #2c and attach the signed green card.

Timing. A timestamped copy of Form #1 (Notice to Defend and Claim Rights, Complaint for Divorce, and Verification) must be served upon your spouse **within thirty (30) days** after the filing of Form #1 if the Defendant resides in Pennsylvania and within ninety (90) days after the filing of Form #1 if the Defendant resides outside Pennsylvania. Reference Pa.R.C.P. 1930.4(e) and Pa.R.C.P. 1930.4(f). File the completed proof of service (Form #2a, 2b, or 2c).

Reinstatement. If service is not timely completed, the Complaint must be reinstated by filing a Praecipe to Reinstat Complaint in the Prothonotary's Office (Form # 19), having your original and copies of Form #1 stamped as reinstated, and then serving the reinstated copy of Form #1 upon your spouse within thirty (30) days if the Defendant resides in Pennsylvania and within ninety (90) days if the Defendant resides outside Pennsylvania, in accordance with Pa.R.C.P. 1930.4(g). There is a small fee associated with filing the Praecipe, and you will need to supply the Prothonotary with your copies of Form #1 to be reinstated when you file the Praecipe. If you are requesting reinstatement by mail, you will also need to include a self-addressed and stamped envelope for the return of your reinstated copies.

STEP THREE: Wait at least ninety (90) Days.

The Pennsylvania Rules of Civil Procedure require both parties to wait at least ninety (90) days from the date of service of the Complaint before any more documents can be signed and filed.

STEP FOUR: Affidavit of Consent and Waiver of Notice of Intention to Request Entry of Divorce Decree.

The Forms. After ninety (90) days have passed from the date the Complaint was served upon the other spouse **and both parties agree** to the divorce, both parties must sign, date, and file an Affidavit of Consent (Form #3) and Waiver of Notice of Intention to Request Entry of Divorce Decree (Form #4). Complete the caption exactly as it appears on the Complaint, including the docket number. Reference Pa.R.C.P. 1920.72(b) and Pa.R.C.P. 1920.72(c).

Timing. The Affidavit of Consent (Form # 3) and the Waiver of Notice of Intention to Request Entry of Divorce Decree (Form # 4) **must be filed within thirty (30) days after they are signed and dated.** If they are not filed within thirty (30) days of the date they are signed, new documents must be signed and dated, and filed within thirty (30) days of signing.

STEP FIVE: Praecepto to Transmit Record

Praecepto to Transmit Record. Upon the filing of both parties' Affidavits of Consent and Waivers of Notice of Intention to Request Entry of Divorce Decree with the Court, the divorce may be concluded by either party filing with the Court a Praecepto to Transmit Record (Form #6). Reference Pa.R.C.P. 1920.73(b). Check your records for the exact dates necessary to complete the form.

1. Under Paragraph 1, **circle "3301(c)"** to designate that it is a consent no-fault divorce under **Section 3301(c)**.
2. Under Paragraph 2, include both the **date and manner of service** of the Complaint. The date of service is the date the Defendant received the Complaint, which is the same date as the date you indicated on the proof of service (Form #2a, 2b, or 2c). The manner of service is either Personal Service, Acceptance of Service, or by Certified Mail.
3. Under Paragraph 3(a), include the **dates** both parties **signed** the Affidavits of Consent. (Leave 3(b) blank).
4. Under Paragraph 5(b), include the **dates** both parties **filed** the Waivers of Notice. (Leave 5(a) blank).

You must also provide the Court with self-addressed and stamped envelopes for you and your spouse in order for the Court to mail you a final Divorce Decree.

STEP SIX: Divorce Decree.

The Divorce Decree will be mailed to both parties after filing the above forms, presuming everything has been completed properly. If corrections need to be made to the paperwork, a final Divorce Decree will not be entered until the Court has received the corrected paperwork. You will be notified by the Court of any corrections that need to be made.

NOTE: Name Change.

Upon the filing of a Complaint for Divorce you may resume your maiden name by filing the Notice of Intention to Resume Prior Name (Form #16) in the Prothonotary's Office. This form can be filed any time after the Complaint for Divorce is filed, even after the granting of a final Divorce Decree. There is a small additional fee associated with filing this form.

Checklist for Consent Divorce under Section 3301(c)

(This checklist is for your convenience only, you do not need to file this document!)

NOTE: Keep copies of ALL FORMS FILED for your records!

- _____ Form #1 (Notice to Defend and Claim Rights, Complaint for Divorce, Verification) completed in its entirety, and original and copies filed with Prothonotary.
- _____ Entry of Appearance (Form #18) completed and filed with Prothonotary.
- _____ Service of filed, timestamped copy of Form #1 upon other party completed within 30 days after date Complaint filed, or 90 days if other party does not reside in Pennsylvania.
- _____ Date Served: _____ Manner of Service: _____
- _____ Proof of service (Form #2a, 2b, or 2c) filed with the Prothonotary.
- _____ Wait at least 90 days from date of service before proceeding.
- _____ Date Served: _____ Date at least 90 Days later: _____
- _____ After at least 90 days from date of service of the Divorce Complaint, Plaintiff signed Affidavit of Consent and Waiver of Notice of Intention to Request Entry of Divorce Decree (Forms #3, 4). File these documents within 30 days of date of signing them.
- _____ Date Signed: _____ Date Filed: _____ (File within 30 days of signing)
- _____ After at least 90 days from date of service of the Divorce Complaint, Defendant signed Affidavit of Consent and Waiver of Notice of Intention to Request Entry of Divorce Decree (Forms #3, 4). File these documents within 30 days of date of signing them.
- _____ Date Signed: _____ Date Filed: _____ (File within 30 days of signing)
- _____ Praecipe to Transmit Record (Form #6) completed in its entirety and filed with the Prothonotary (check your records for exact dates and manner of service). **NOTE: remember to circle 3301(c) in the first paragraph.**
- _____ Self-addressed stamped envelopes provided to the Prothonotary.
(Must be provided any time before, or simultaneously with, the filing of the Praecipe to Transmit Record).
- _____ Divorce Decree Received. Date Received: _____

**Procedure for filing a simple no-fault divorce under Section 3301(d)
of the Divorce Code, if one party does not consent.**

STEP ONE: Notice to Defend and Claim Rights, Complaint, and Verification.

Be sure to read all instructions several times before starting.

A divorce case is started with the filing of a Notice to Defend and Claim Rights, Complaint for Divorce, and Verification, all of which can be found in Form #1. Form #1 and all documents filed in your case must be filed in the Prothonotary's Office along with at least two completed copies. Upon filing, the Prothonotary will assign a case number to your case, and you must include this case number on all future filings. You must pay the Prothonotary a filing fee; however, if you cannot afford to pay the filing fee, you may ask the Court to be excused from paying the filing fee by filing an In Forma Pauperis Petition. Reference the In Forma Pauperis Packet for information on how to be excused from paying the filing fee. You must file the completed original Form #1, plus two completed copies of Form #1, in the Prothonotary's Office. The Prothonotary will timestamp the original and copies, and will retain the original and will return the two copies to you; one for you to keep and one for you to serve upon the Defendant. **Complete Form #1 in its entirety. If information is omitted or wrong, the Court cannot proceed with your divorce, and Form #1 will need to be re-executed and re-served.** Reference Pa.R.C.P. 1920.12.

1. Print your name on the Plaintiff line (if you are the one filing for the divorce), and your spouse's name on the Defendant line. Make sure to include first, middle, and last name.
2. Under Paragraph 1, include **your name** and **your address** and circle "3301(d)."
3. Under Paragraph 2, include your **spouse's name** and your **spouse's address**, including county.
4. Under Paragraph 4, include your **date of marriage**, and **city, county** and **state** of marriage.
5. Under Paragraph 5, circle "(have not)" if there have been **no prior actions** of divorce or for annulment between the parties. Circle "(have)" if there **have been prior actions** of divorce or for annulment, and provide information regarding the Court, Case Number, and its relationship to this action in the space provided.
6. Under Paragraph 7, include the **date of separation** of the parties.
7. Sign and date both the Complaint and the Verification.

Entry of Appearance of Self-Represented Party. You must complete Form #18, the Entry of Appearance of Self-Represented Party, and file it when you file the completed Form #1. Reference Pa.R.C.P. 1930.8.

STEP TWO: Service of the Complaint (Getting a timestamped copy to your spouse)

How to Serve the Complaint. You must serve a timestamped copy (meaning a copy timestamped by the Prothonotary) of the completed Form #1 (Notice to Defend and Claim Rights, Complaint for Divorce, and Verification) on your spouse. This may be done in one of three ways:

1. **Personal Service** – an adult, other than you, personally hands the timestamped copy of Form #1 to the Defendant. The person who hands the papers to the Defendant must sign a completed Affidavit of Service, Form #2a.
2. **Acceptance of Service** – the Defendant may complete and sign Form #2b stating that he/she personally accepts service of Form #1.
3. **Service by Certified Mail** – a timestamped copy of Form #1 may be mailed to the Defendant by certified mail, return receipt requested, restricted delivery. When you receive the signed green card back from the Post Office, complete Form #2c and attach the signed green card.

Timing. A timestamped copy of Form #1 (Notice to Defend and Claim Rights, Complaint for Divorce, and Verification) must be served upon your spouse within thirty (30) days after the filing of Form #1 if the Defendant resides in Pennsylvania and within ninety (90) days after the filing of Form #1 if the Defendant resides outside Pennsylvania. Reference Pa.R.C.P. 1930.4(e) and Pa.R.C.P. 1930.4(f). File the completed proof of service (Form #2a, 2b, or 2c).

Reinstatement. If service is not timely completed, the Complaint must be reinstated by filing a Praecipe to Reinstate Complaint in the Prothonotary's Office (Form # 18), having your original and copies of Form #1 stamped as reinstated, and then serving the reinstated copy of Form #1 upon your spouse within thirty (30) days if the Defendant resides in Pennsylvania and within ninety (90) days if the Defendant resides outside Pennsylvania, in accordance with Pa.R.C.P. 1930.4(g). There is a small fee associated with filing the Praecipe, and you will need to supply the Prothonotary with your copies of Form #1 to be reinstated when you file the Praecipe. If you are requesting reinstatement by mail, you will also need to include a self-addressed and stamped envelope for the return of your reinstated copies.

STEP THREE: Wait one (1) year.

For divorces commenced **after December 5, 2016**, The Pennsylvania Rules of Civil Procedure require the parties **to be separated for one (1) year** before proceeding with a non-consent no-fault divorce. This means that the parties must live separate and apart for one year. If the parties were separated for a time period before the filing of the Complaint, that time is included in the one year requirement.

STEP FOUR: Affidavit under Section 3301(d) of the Divorce Code and Counter-Affidavit

The Forms. Pursuant to Pa.R.C.P. 1920.42(a)(2), after one (1) year of separation of the parties has passed, either party may sign an Affidavit under Section 3301(d) of the Divorce Code (Form #9). The party must file an original and two copies of the completed Form #9 and an original and two copies of the blank Counter-Affidavit (Form #10) in the Prothonotary's Office, and serve a timestamped copy of Form #9 and Form #10 on the other spouse.

Service. Service of the Affidavit (Form #9) and Counter-Affidavit (Form #10) may be made by first class mail. If the other party has an attorney, a copy must be served on the other party's attorney as well. File the completed Certificate of Service form (Form #11) in the Prothonotary's Office.

STEP FIVE: Wait twenty (20) days.

The Pennsylvania Rules of Civil Procedure require that at least twenty (20) days elapse between the date of service of the Affidavit under Section 3301(d) and the next step.

STEP SIX: Notice of Intention to Request Entry of Divorce Decree and Counter-Affidavit

The Forms. Complete the Notice of Intention to Request Entry of Divorce Decree (Form #12). Then, both the Notice of Intention to Request Entry of Divorce Decree and the blank Counter-Affidavit (Form #13) must be filed in the Prothonotary's Office (remember to file the original and two copies of each), and timestamped copies must be served on the other party. The date that goes on the second line of the Notice of Intention to Request Entry of Divorce Decree (Form #12) is the date twenty (20) days after the date the Notice of Intention to Request Entry of Divorce Decree is *served*, which is the date twenty (20) days after it is mailed to the other party. For example: If you mail (and therefore serve) this form today, please fill in the date that it will be in twenty (20) days.

Service. Service of the Notice of Intention (Form #12), and Counter-Affidavit (Form #13) may be made by first class mail. If the other party has an attorney, a copy must be served on the other party's attorney as well. File the completed Certificate of Service form (Form #14) in the Prothonotary's Office.

STEP FIVE: Wait twenty (20) days.

The Pennsylvania Rules of Civil Procedure require that at least twenty (20) days elapse between the date of service of the Notice of Intention to Request Entry of Divorce Decree and the date of filing of the Praecipe to Transmit Record.

STEP SIX: Praecipe to Transmit Record, Divorce Information Sheet, Report of Social Security Numbers Form, Rule 236 Form.

Praecipe to Transmit Record. Once twenty (20) days have elapsed from the filing and service of the Notice of Intention to Request Entry of Divorce Decree, the divorce may be concluded by filing a Praecipe to Transmit Record (Form #6). Reference Pa.R.C.P. 1920.73(b). Check your records for the exact dates necessary to complete the form.

1. Under Paragraph 1, **circle "3301(d)"** to designate that it is a non-consent no-fault divorce under **Section 3301(d)**.
2. Under Paragraph 2, include both the **date and manner of service** of the Complaint. The date of service is the date the Defendant received the Complaint, which is the same date as the date you indicated on the proof of service (Form #2a, 2b, or 2c). The

manner of service is either Personal Service, Acceptance of Service, or by Certified Mail.

3. Under Paragraph 3(b), include the **date** the party **signed** the Affidavit under Section 3301(d), the **date** the Affidavit was **filed** with the Prothonotary, **and the date of service**. (Leave 3(a) blank).
4. Under Paragraph 5(a), include the **date** the party **served** the Notice of Intention, and the **manner of service**. (Leave 5(b) blank).

NOTE: There is no Form 5, 7, 8 or 17 in this packet.

STEP SEVEN: Divorce Decree.

You must provide the Prothonotary with self-addressed and stamped envelopes for you and your spouse at the time you file the Praeceptum to Transmit Record (Form #6). The Divorce Decree will be mailed to both parties after filing the above forms, presuming everything has been completed properly. If corrections need to be made to the paperwork, a final Divorce Decree will not be entered until the Court has received the corrected paperwork. You will be notified by the Court of any corrections that need to be made.

NOTE- Name Change: Upon the filing of a Complaint for Divorce you may resume your maiden name by filing the Notice of Intention to Resume Prior Name (Form #16) in the Prothonotary's Office. This form can be filed any time after the Complaint for Divorce is filed, even after the granting of a final Divorce Decree. There is a small additional fee associated with filing this form.

Checklist for Non-Consent Divorce under Section 3301(d)

(This checklist is for your convenience only, you do not need to file this document!)

NOTE: Keep copies of ALL FORMS FILED for your records!

- _____ Form #1 (Notice to Defend and Claim Rights, Complaint for Divorce, Verification) completed in its entirety, and original and copies filed with Prothonotary.
- _____ Entry of Appearance (Form #18) completed and filed with Prothonotary.
- _____ Service of filed, timestamped copy of Form #1 upon other party completed within 30 days after date Complaint filed, or 90 days if other party does not reside in Pennsylvania.
- _____ Date Served: _____ Manner of Service: _____
- _____ Proof of service (Form #2a, 2b, or 2c) filed with the Prothonotary.
- _____ Parties separated for one (1) year.
- _____ Date Separated: _____ Date one year after separation: _____
- _____ Either party completed and filed original and copies of Affidavit under Section 3301(d) (Form #9) and filed original and copies of blank Counter-Affidavit (Form #10).
- _____ Date Form #9 signed: _____ Date documents filed: _____
- _____ Either party served timestamped copies of the Affidavit under Section 3301(d) (Form #9) and blank Counter-Affidavit (Form #10) on other party.
- _____ Date Served: _____ Manner of Service: _____
- _____ Certificate of Service (Form #11) filed with the Prothonotary.
- _____ Wait 20 days from date of service of Affidavit under Section 3301(d).
- _____ Date Served/Date Mailed: _____ Date 20 days later: _____
- _____ After 20 days, party completed and filed original and copies of Notice of Intention to Request Entry of Divorce Decree (Form #12) and filed original and copies of blank Counter-Affidavit (Form #13).
- _____ Party served timestamped copies of the Notice of Intention (Form #12) and blank Counter-Affidavit (Form #13) on other party.
- _____ Date Served: _____ Manner of Service: _____
- _____ Certificate of Service (Form #14) filed with the Prothonotary.
- _____ Wait 20 days from date of service of the Notice of Intention.
- _____ Date Served/Date Mailed: _____ Date 20 days later: _____
- _____ After 20 days, Praecipe to Transmit Record (Form #6) completed in its entirety and filed with the Prothonotary. (Check your records for exact dates and manner of service).
NOTE: remember to circle 3301(d) in the first paragraph.
- _____ Self-addressed stamped envelopes must be provided to the Prothonotary. (Must be provided any time before, or simultaneously with, the filing of the Praecipe to Transmit Record)
- _____ Divorce Decree Received. Date Received: _____

Procedure for filing for Alimony Pendente Lite

STEP ONE: The Divorce Complaint.

Alimony Pendente Lite (APL) is support paid by one spouse to the other during the divorce proceedings, and APL terminates when the Divorce Decree is granted. A party may not request APL until a divorce proceeding has been commenced. A divorce proceeding is initiated by the filing and service of the Complaint for Divorce (Form #1). After the Complaint has been filed and served, a party may request APL in the county in which the Complaint was filed.

STEP TWO: Petition for Alimony Pendente Lite.

The Forms. Complete the Petition for Alimony Pendente Lite in its entirety (pages 2 and 3 of Form #15). A blank proposed Order (page 1 of Form #15) must be attached to the front of the Petition.

Copies. Make two copies of the first three pages of Form #15.

Filing. File the completed Petition for Alimony Pendente Lite, the blank proposed Order, and the two copies you made with the Prothonotary (original and two copies of pages 1, 2 and 3 of Form #15). There is a small filing fee for filing a Petition for Alimony Pendente Lite and for the APL count. You will be required to pay the filing fee and the count fee at the time the Petition is filed, unless you have previously been excused by the Court from paying court costs in your divorce case. The Prothonotary will timestamp the documents, and will send the original to the Court for review. Once the Order is signed by the Court, the Order and Petition will be returned to the Prothonotary's Office. After the Prothonotary receives the signed Order back from the Court, you may pick up timestamped copies of the signed Order and Petition from the Prothonotary's Office. Keep one copy for your records, and serve the other copy on the other party. See instructions regarding service, below.

Domestic Relations. After filing the Petition with the Prothonotary and serving the timestamped copy of the Petition and signed Order on the other party, nothing else needs to be done by the filing party. The Prothonotary will forward the Petition and signed Order to the Susquehanna County Domestic Relations Section for processing. The Domestic Relations Section will contact the parties regarding further proceedings.

STEP THREE: Service.

Service of the Petition for Alimony Pendente Lite may be made by first class mail. If the other party has an attorney, a copy must be served on the other party's attorney as well. After service is completed, file the completed Certificate of Service Form (page 4 of Form #15) with the Prothonotary.

**IN THE COURT OF COMMON PLEAS OF SUSQUEHANNA COUNTY,
PENNSYLVANIA CIVIL ACTION – LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
			:	
Name		Defendant	:	

NOTICE TO DEFEND AND CLAIM RIGHTS

To: _____

You have been sued in Court. If you wish to defend against the claims set forth in the following pages, you must take prompt action. You are warned that if you fail to do so, the case may proceed without you and a decree of divorce or annulment may be entered against you by the Court. A judgment may also be entered against you for any other claim or relief requested in these papers by the Plaintiff. You may lose money or property or other rights important to you, including custody of your children.

IF YOU DO NOT FILE A CLAIM FOR ALIMONY, DIVISION OF PROPERTY, LAWYER'S FEES OR EXPENSES BEFORE A DIVORCE OR ANNULMENT IS GRANTED, **YOU MAY LOSE THE RIGHT TO CLAIM ANY OF THEM.**

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, CALL THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER.

IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

North Penn Legal Services
 213 Main Street, Towanda, PA 18848
 (570) 265-6127

IN THE COURT OF COMMON PLEAS OF SUSQUEHANNA COUNTY,
PENNSYLVANIA CIVIL ACTION – LAW

_____,
Name Plaintiff v. Case No. _____
_____,
Name Defendant

COMPLAINT FOR DIVORCE UNDER
SECTION 3301(c) OR 3301(d) OF THE DIVORCE CODE

1. Plaintiff is _____ who currently resides at _____
Your Name Your Address (Street, City, County, State, Zip)
_____ is seeking a divorce under Section 3301(c) / 3301(d) of the
Divorce Code. (Circle either 3301(c) or (d))

2. Defendant is _____ who currently resides at _____
Spouse's Name Spouse's Address (Street,
City, County, State, Zip)

3. Plaintiff and/or Defendant have been bona fide residents in the Commonwealth for at least six months immediately previous to the filing of this Complaint.

4. The Plaintiff and Defendant were married on _____ in _____
Date of Marriage City, County, and State of Marriage

5. There (have) - (have not) been prior actions of divorce or for annulment between the parties.
Circle one of the above
If Plaintiff has participated in or has information of other litigation, then provide information regarding the Court, Case Number, and its relationship to this action.

6. The marriage is irretrievably broken.

7. The parties have lived separate and apart since _____.

9. Plaintiff requests the Court to enter a decree of divorce.

WHEREFORE, Plaintiff respectfully requests that the Court enter a decree of divorce.

Date: _____

Signature: _____
Plaintiff

VERIFICATION

I verify that the statements in the foregoing Complaint in Divorce are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Date: _____

Signature: _____
Plaintiff

IN THE COURT OF COMMON PLEAS OF SUSQUEHANNA COUNTY,
PENNSYLVANIA CIVIL ACTION – LAW

_____, :
Name Plaintiff v. Case No. _____ :
v. :
_____, :
Name Defendant : _____

AFFIDAVIT OF SERVICE
(BY THIRD PARTY)

I certify that I served a copy of the Complaint for Divorce and Notice to Defend and Claim Rights which were previously filed with the Court upon

_____ on _____, at _____ (a.m./p.m.)
Name of person served Date Time
at _____
Street Address City State Zip Code

by handing copies thereof to Defendant. I further certify that I am over the age of eighteen (18) years and I am not the Plaintiff or the Defendant in the Proceeding.

I verify that the statements made in the foregoing document are true and correct. I understand that false statements herein are made subject to the penalties of perjury of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____ Signature of person certifying service _____
Name of person certifying service (printed or typed) _____
Street Address of person certifying service _____
City State Zip Code _____
Area Code Telephone Number of person certifying service _____

IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

_____, :
Name Plaintiff : Case No. _____
 :
 :
_____, :
Name Defendant :

ACCEPTANCE OF SERVICE

I, _____, hereby accept service of
 Defendant's Name
the Complaint for Divorce and Notice to Defend and Claim Rights, which were previously filed
with the Court.

I verify that the statements made in the foregoing document are true and correct.
I understand that false statements herein are made subject to the penalties of perjury of
18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____
 Date of Acceptance of Service

_____ Signature of Defendant

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
			:	
Name		Defendant	:	

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL

I certify that I served a copy of the Complaint for Divorce and Notice to Defend and Claim Rights which were previously filed with the Court, upon

_____ on _____ by certified mail,
Name of person served Date served (date return receipt signed)
 restricted delivery, return receipt requested. The **original** return receipt signed by

_____ is attached.
Name of person served

I verify that the statements made in the foregoing document are true and correct. I understand that false statements herein are made subject to the penalties of perjury of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature of person certifying service

Name of person certifying service (printed or typed)

Street Address of person certifying service

_____ City State Zip Code

_____ Area Code Telephone Number of person certifying service

IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

_____,
Name Plaintiff :
v. Case No. _____
_____,
Name Defendant :

AFFIDAVIT OF CONSENT

1. A Complaint in Divorce under Section 3301(c) of the Divorce Code was filed on _____

Date Complaint was filed

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety (90) days have elapsed from the date of filing and service of the Complaint.

3. I consent to the entry of a final decree of divorce, and have signed a Waiver of Notice of Intention to Request Entry of Decree.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature: _____
Plaintiff

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
			:	
			:	
Name		Defendant	:	

AFFIDAVIT OF CONSENT

1. A Complaint in Divorce under Section 3301(c) of the Divorce Code was filed on _____
_____.
Date Complaint was filed

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety (90) days have elapsed from the date of filing and service of the Complaint.

3. I consent to the entry of a final decree of divorce, and have signed a Waiver of Notice of Intention to Request Entry of Decree.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature: _____
Defendant

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

_____, :
Name Plaintiff : Case No. _____
v. :
_____, :
Name Defendant :

**WAIVER OF NOTICE OF INTENTION TO REQUEST
ENTRY OF A DIVORCE DECREE UNDER
SECTION 3301(e) OF THE DIVORCE CODE**

1. I consent to the entry of a final decree of divorce without notice.

2. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.

3. I understand that I will not be divorced until a divorce decree is entered by the Court and that a copy of the decree will be sent to me immediately after it is filed with the Prothonotary.

I verify that the statements made in this affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature: _____
Plaintiff

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
			:	
Name		Defendant	:	

**WAIVER OF NOTICE OF INTENTION TO REQUEST
ENTRY OF A DIVORCE DECREE UNDER
SECTION 3301(c) OF THE DIVORCE CODE**

1. I consent to the entry of a final decree of divorce without notice.

2. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.

3. I understand that I will not be divorced until a divorce decree is entered by the Court and that a copy of the decree will be sent to me immediately after it is filed with the Prothonotary.

I verify that the statements made in this affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Signature: _____
Defendant

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
			:	
Name		Defendant	:	

PRAECIPE TO TRANSMIT RECORD

To the Prothonotary:

Transmit the record, together with the following information, to the Court for entry of a divorce decree:

1. Ground for divorce: irretrievable breakdown under Section 3301(c) or 3301(d) of the Divorce Code.
(Circle the applicable section above)

2. Date and manner of service of the Complaint: _____
Date of Service on Defendant and Manner of Service

3. Complete either paragraph (a) or (b).
 - (a) Date of execution of the Affidavit of Consent required by Section 3301(c) of the Divorce Code:

Date signed by Plaintiff: _____
Date Affidavit of Consent was signed by Plaintiff

Date signed by Defendant: _____
Date Affidavit of Consent was signed by Defendant

 - (b) Date of execution of the Affidavit required by Section 3301(d) of the Divorce Code: _____
Date Affidavit under Section 3301(d) signed

 - Date of filing of the Section 3301(d) Affidavit with the Prothonotary: _____
Date of Filing

 - Date of service of the Section 3301(d) Affidavit upon the Defendant: _____
Date of Service

4. Related claims pending: (None)

5. Complete either paragraph (a) or (b).

(a) Date and manner of service of the Notice of Intention to file Praeipce, a copy of
of which is attached: _____
Date of Service of Notice of Intention and **Manner** of Service

(b) Date Waiver of Notice was filed with the Prothonotary:

Date filed by Plaintiff: _____
Date Plaintiff's Waiver of Notice filed

Date filed by Defendant: _____
Date Defendant's Waiver of Notice filed

Dated: _____

Signature: _____
() Plaintiff
() Defendant

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

_____, :
Name Plaintiff : Case No. _____
v. :
_____, :
Name Defendant :

NOTICE

If you wish to deny any of the statements set forth in this Affidavit, you must file a Counter-Affidavit within twenty (20) days after this Affidavit has been served on you, or the statements will be admitted.

**AFFIDAVIT UNDER
SECTION 3301(d) OF THE
DIVORCE CODE**

1. The parties to this action separated on _____.
2. Check (a) or (b):
_____(a)The date of separation was prior to December 5, 2016, and the parties have continued to live separate and apart for a period of at least two years.
_____(b)The date of separation was on or after December 5, 2016, and the parties have continued to live separate and apart for a period of at least one year.
3. The marriage is irretrievably broken.
4. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____
_____ **Plaintiff/Defendant**

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name	Plaintiff	:	
v.		:	Case No. _____
		:	
Name	Defendant	:	

COUNTER-AFFIDAVIT UNDER SECTION 3301(d) OF THE DIVORCE CODE

1. Check either (a) or (b):

- _____ (a) I do not oppose the entry of a divorce decree.
- _____ (b) I oppose the entry of a divorce decree because (Check: (i), (ii), (iii) or all):
 - _____ (i) The parties to this action have not lived separate and apart for the required separation period: two years for parties that separated prior to December 5, 2016, and one year for parties that separated on or after December 5, 2016.
 - _____ (ii) The marriage is not irretrievably broken.
 - _____ (iii) There are economic claims pending.

2. Check (a), (b) or (c):

- _____ (a) I do not wish to make any claims for economic relief. I understand that I may lose rights concerning alimony, division of property, lawyer’s fees or expenses if I do not claim them before a divorce is granted.
- _____ (b) I wish to claim economic relief which may include alimony, division of property, lawyer’s fees or expenses or other important rights.

I UNDERSTAND THAT IN ADDITION TO CHECKING (b) ABOVE, I MUST ALSO FILE ALL OF MY ECONOMIC CLAIMS WITH THE PROTHONOTARY IN WRITING AND SERVE THEM ON THE OTHER PARTY. IF I FAIL TO DO SO BEFORE THE DATE SET FORTH ON THE NOTICE OF INTENTION TO REQUEST DIVORCE DECREE, THE DIVORCE DECREE MAY BE ENTERED WITHOUT FURTHER NOTICE TO ME, AND I SHALL BE UNABLE THEREAFTER TO FILE ANY ECONOMIC CLAIMS.

- _____ (c) Economic claims have been raised and are not resolved.

I verify that the statements made in this counter-affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Plaintiff/Defendant

NOTICE: IF YOU DO NOT WISH TO OPPOSE THE ENTRY OF A DIVORCE DECREE AND YOU DO NOT WISH TO MAKE ANY CLAIM FOR ECONOMIC RELIEF, YOU SHOULD NOT FILE THIS COUNTER-AFFIDAVIT.

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
			:	
Name		Defendant	:	

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on _____, true and correct
Date of Service (Date of mailing)
timestamped copies of the foregoing Affidavit under Section 3301(d), Form #9, and Counter-
Affidavit, Form #10, which were previously filed with the Court, were served by first class mail
to the following:

Name of person served

Address of person served

Date: _____

By: _____
Signature of Plaintiff/Defendant

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW**

Name		Plaintiff	:	
	v.		:	Case No. _____
			:	
Name		Defendant	:	

**NOTICE OF INTENTION TO REQUEST ENTRY OF
SECTION 3301(d) DIVORCE DECREE**

TO: _____
 Name

 Address

You have been sued in an action for divorce. You have failed to answer the Complaint or file a Counter-Affidavit to the Section 3301(d) Affidavit.

Therefore, on or after _____ the other party can request the court to
Date: 20 days after date of service of Form #12
enter a final decree in divorce.

If you do not file with the Prothonotary of the court an answer with your signature notarized or verified or a counter-affidavit by the above date, the court can enter a final decree in divorce. A counter-affidavit which you may file with the Prothonotary of the court is attached to this notice.

Unless you have already filed with the court a written claim for economic relief, you must do so by the above date or the court may grant the divorce and you will lose forever the right to ask for economic relief. The filing of the form counter-affidavit alone does not protect your economic claims.

**YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT
HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE
OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP.**

North Penn Legal Services
213 Main Street, Towanda, PA 18848
(570) 265-6127

Respectfully submitted,

Sign your name

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name	v.	Plaintiff	:	Case No. _____
			:	
			:	
Name		Defendant	:	

COUNTER-AFFIDAVIT UNDER SECTION 3301(d) OF THE DIVORCE CODE

1. Check either (a) or (b):

- _____ (a) I do not oppose the entry of a divorce decree.
- _____ (b) I oppose the entry of a divorce decree because (Check: (i), (ii), (iii) or all):
 - _____ (i) The parties to this action have not lived separate and apart for a period of at least one year.
 - _____ (ii) The marriage is not irretrievably broken.
 - _____ (iii) There are economic claims pending.

2. Check (a), (b) or (c):

- _____ (a) I do not wish to make any claims for economic relief. I understand that I may lose rights concerning alimony, division of property, lawyer’s fees or expenses if I do not claim them before a divorce is granted.
- _____ (b) I wish to claim economic relief which may include alimony, division of property, lawyer’s fees or expenses or other important rights.

I UNDERSTAND THAT IN ADDITION TO CHECKING (b) ABOVE, I MUST ALSO FILE ALL OF MY ECONOMIC CLAIMS WITH THE PROTHONOTARY IN WRITING AND SERVE THEM ON THE OTHER PARTY. IF I FAIL TO DO SO BEFORE THE DATE SET FORTH ON THE NOTICE OF INTENTION TO REQUEST DIVORCE DECREE, THE DIVORCE DECREE MAY BE ENTERED WITHOUT FURTHER NOTICE TO ME, AND I SHALL BE UNABLE THEREAFTER TO FILE ANY ECONOMIC CLAIMS.

- _____ (c) Economic claims have been raised and are not resolved.

I verify that the statements made in this counter-affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date: _____

Plaintiff/Defendant

NOTICE: IF YOU DO NOT WISH TO OPPOSE THE ENTRY OF A DIVORCE DECREE AND YOU DO NOT WISH TO MAKE ANY CLAIM FOR ECONOMIC RELIEF, YOU SHOULD NOT FILE THIS COUNTER-AFFIDAVIT.

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name	v.	Plaintiff	:	Case No. _____
			:	
			:	
			:	
Name		Defendant	:	

PETITION FOR ALIMONY PENDENTE LITE

AND NOW, this _____ day of _____, 20____, _____, Plaintiff/Defendant, Petitioner, files this Petition for Alimony Pendente Lite, and respectfully represents as follows;

Day
Month
Year
Name

Circle One of the Above

1. A divorce proceeding between the Petitioner, _____, and the Plaintiff/Defendant, Respondent, _____, was initiated on _____.

Your Name
Your Spouse's Name
Date Divorce Complaint was filed

2. The Petitioner is unable to sustain herself/himself during the course of this litigation.
3. The Petitioner lacks sufficient property to provide for her/his reasonable needs and is unable to sustain her/himself through appropriate employment.
4. Petitioner requests that this Court refer this matter to the Domestic Relations office for a conference regarding alimony pendente lite.

WHEREFORE, Petitioner respectfully requests the Court to refer this matter to the Domestic Relations office for a conference regarding alimony pendente lite, and to thereafter enter an award for alimony pendente lite pursuant to Section 3702 of the Pennsylvania Divorce Code.

Respectfully submitted,

 Plaintiff
 Defendant

VERIFICATION

I verify that the statements made in the foregoing Petition for Alimony Pendente Lite are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

 Plaintiff
 Defendant

Date: _____

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name		Plaintiff	:	Case No.
	v.		:	
			:	
			:	
Name		Defendant	:	

NOTICE OF INTENTION TO RESUME PRIOR SURNAME

NOTICE is hereby given that I, _____, the _____
Your Married Name Plaintiff or Defendant

in the above-captioned case, am in the process of a divorce. The Complaint in Divorce was filed

on _____. I hereby elect to resume the prior surname of _____
Date Complaint was Filed Your Prior Name

and give this written notice pursuant to the provisions of 54 Pa.C.S. § 704.

Date: _____

(Married Name)
Signature using your married name

(Prior Name)
Signature of name being resumed

**IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW**

Name	v.	Plaintiff	:	Case No. _____
			:	
			:	
Name		Defendant	:	

**ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
PURSUANT TO Pa.R.C.P. 1930.8**

To the Prothonotary:

Please enter my appearance as a self-represented party.

1. I am the Plaintiff, Defendant, or Other in the above captioned action. (select one)
2. This is a custody, divorce, support, protection from abuse, or paternity case. (select one)
3. Select from one of the following three options, a, b, or c:
 - a. I do not currently have an attorney representing me, I have decided not to hire an attorney to represent me, and I am representing myself in this case.
 - b. _____ is my attorney of record and I want to terminate the services of my attorney and proceed as a self-represented party. I will provide notice to my attorney.
 - c. I am entering my appearance as a self-represented party (sign) _____ and my attorney acknowledges his/her withdrawal as my attorney of record in this case. (Attorney signature)
4. NOTE: You must provide the Court with an address where you agree that pleadings and other legal papers may be served, and a telephone number through which you may be contacted. The address and phone number that you provide need not be your home address and phone number. If this is a protection from abuse (PFA) case or other case where the confidentiality of your home address and phone number is essential, please use an alternate address and phone number where you may be served by mail and contacted by telephone.

Papers may be served at the address set forth below:

Name of Party	Home Phone Number – include area code
Street Address	Cell Phone Number – include area code
City State Zip Code	Fax Number (optional) – include area code

5. I understand that I must file this form in the Prothonotary’s Office and that I must file a new form every time my address or telephone number changes. Please see Pennsylvania Rule of Civil Procedure 1930.8 for more information.

DATE

SIGNATURE

