

HOW TO FILE A SIMPLE NO-FAULT DIVORCE

JUDGE HENRY S. KENDERDINE, JR.



COURT SELF HELP CENTER

Disclaimer by the Court of Common Pleas of Lancaster County, Pennsylvania

Neither the staff in the Center nor the staff in any Court office will be able to give you legal advice or help you fill out/complete the forms. The information in the packets 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. If you would like information on how to hire an attorney, you may call the Lancaster Bar Association's Lawyer Referral Service at (717) 393-0737.

STOP!!!

YOU MUST READ THIS INFORMATION *BEFORE* YOU START TO FILL OUT ANY FORMS IN THE PACKET!

Beginning on January 6, 2018, all filings in the Lancaster County Court of Common Pleas must be in compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* and Lancaster County Rules of Judicial Administration, Rule 520. There are links to the Policy and the Rule on the Court's website, www.court.co.lancaster.pa.us

How does this impact my filing?

First, beginning on January 6, 2018, if the document you are filing does NOT contain any Confidential Information or have Confidential Documents attached (see list below), you must file a Certificate of Compliance with your filing. A copy of a Certification is attached. (Form 1)

Second, if the document you are filing contains any Confidential Information, you must complete and file the Confidential Information Form (CIF); a copy of this form is attached. (Form 2) Under Section 7 of the Public Access Policy the information listed below is considered Confidential Information, and it shall not be included on any form included in the packet. If the forms in your packet require you to include any of this information, you must put the information on the CIF and use the Alternative Reference suggested on the CIF on the form in the packet. **DO NOT PUT THE CONFIDENTIAL INFORMATION ON THE FORM ITSELF; THE CONFIDENTIAL INFORMATION MUST APPEAR ONLY ON THE CIF.**

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information, including employer's name, address and work schedule, in family court actions as defined by Pa. R.C.P. No. 1931(b) except for victim's name

Finally, if you have attached any of the following documents to your filing, you must complete the Confidential Document form (Form 3) and file it with your pleading:

1. Financial Source Documents
2. Minors Educational Records
3. Medical/Psychological Records
4. Children and Youth Services' Records
5. Marital Property Inventory and Pre-Trial Statement (see Pa.R.C.P. No. 1920.33)
6. Income and Expense Statement (see Pa. R.C.P. No. 1910.27(c))
7. Agreement between the Parties (see 23 Pa.C.S. sect 3105)

The Court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.

(Rev. 7/1/2018)

CERTIFICATE OF COMPLIANCE

Docket No. _____

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

Signature _____

(Attorney or pro se litigant)

Print Name _____

Attorney No. (if applicable) _____

**CONFIDENTIAL
INFORMATION
FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL
INFORMATION
FORM**



Additional page(s) attached. _____ total pages are attached to this filing.

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

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
INFORMATION
FORM**



Additional page (if necessary)

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<p>_____</p> <p>(full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____</p> <p>(full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN):</p> <p>_____</p> <p>Financial Account Number (FAN):</p> <p>_____</p> <p>Driver License Number (DLN):</p> <p>_____</p> <p>State of Issuance:</p> <p>_____</p> <p>State Identification Number (SID):</p> <p>_____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
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**CONFIDENTIAL
INFORMATION
FORM**



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.
6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim’s name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV 1 Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV 1 Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Additional page (if necessary)

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
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	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

**CONFIDENTIAL
DOCUMENT FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

204 Pa. Code § 213.81

www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____, _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

Please only attach documents necessary for the purposes of this case. Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. §3105	

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

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____



Instructions for Completing the Confidential Document Form

The following documents are confidential and shall be filed with a court or custodian with the “Confidential Document Form”:

1. Financial Source Documents as listed on the form
2. Minors’ educational records
3. Medical/Psychological records are defined as “records relating to the past, present, or future physical or mental health or condition of an individual”
4. Children and Youth Services’ records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

DIVORCE PACKET

	<u>Page No.</u>
I. INTRODUCTION.....	2
II. DEFINITIONS.....	3
III. FREQUENTLY ASKED QUESTIONS.....	7
IV. PROCEDURES	
(A) SIMPLE NO FAULT DIVORCE UNDER § 3301(C) OF THE DIVORCE CODE – IF BOTH PARTIES AGREE	9
(B) SIMPLE NO FAULT DIVORCE UNDER § 3301(D) OF THE DIVORCE CODE – ONE YEAR SEPARATION	10
V. RULES	12
VI. FORMS.....	13

I. INTRODUCTION.

A divorce is a way to legally end your marriage. It is recommended that you speak to an attorney so you know your legal rights.

If you decide to represent yourself in the divorce action (known as “pro se”), it will take a lot of time, and cause you difficulty, confusion, and frustration. You **MUST** follow the Rules and Procedures, both state and county, as are required for attorneys. The Court will not allow you to skip any procedure because you “**did not know how or when**” to do something in your divorce action. This packet is not to be a substitute for professional legal advice tailored to a specific fact situation.

Speaking with an attorney is recommended if you wish to bring up issues other than legally ending your marriage - such as making claims to items of property, money and/or debt from your marriage or for spousal support, *alimony pendente lite*, or alimony. Also, if the other party has been convicted of a personal injury crime against you (as defined by §3301 (c)(2) of the Divorce Code), please consult an attorney.

Also, this self help packet contains instructions only about how to obtain a simple “no-fault” or an “uncontested” divorce. Pursuing a contested divorce or on one of the fault grounds in Pennsylvania divorce law requires litigation before a court appointed Divorce Master. Therefore, the assistance of an attorney is strongly recommended.

PLEASE NOTE-DO NOT SUBMIT AN INCOMPLETE COMPLAINT. IF YOUR COMPLAINT DOES NOT CONTAIN ALL OF THE REQUIRED INFORMATION, IT WILL BE REJECTED BY THE COURT. IF THE COMPLAINT IS REJECTED, YOU MAY BE REQUIRED TO RE-FILE YOUR PETITION AND PAY THE FILING FEE AGAIN.

COURT-STAFFED OFFICES IN THE COURTHOUSE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE.

Also, the Judges and Divorce Masters WILL NOT be available to you to provide advice or guide you through the proceedings. You are NOT ALLOWED to contact Judges or Divorce Masters except for filing official paperwork or appearing in court proceedings.

If you feel you need an attorney, you may contact the **LANCASTER BAR ASSOCIATION. Telephone: (717) 393-0737.**

II. DEFINITIONS

“Alimony”

An Order for support granted by this Commonwealth or any other state to a spouse or former spouse in conjunction with a Decree granting a divorce or annulment.

“Alimony Pendente Lite” (APL)

An Order for temporary support granted to a spouse during the pendency of a divorce or annulment proceeding.

“Annulment”

Act of making a marriage void retrospectively as well as prospectively; annulment destroys existence of void or voidable marriage, which factors are found in 23 Pa.C.S. §3304 and 23 Pa.C.S. §3305.

“Arbitration Agreement”

An agreement which subjects a family law dispute to arbitration.

“Arbitration Organization”

An association, agency, board, commission or other entity which is neutral and initiates, sponsors or administers an arbitration or is involved in the selection of an arbitrator.

“Arbitrator”

An individual selected or appointed, alone or with others, to make an award in a family law dispute which is subject to an arbitration agreement.

“Award”

Any interim award, temporary order or final disposition of a family law dispute by an arbitrator.

“Child Custody Dispute”

A family law dispute regarding legal custody, physical custody, parenting plans, parental duties, relocation or supervised physical custody of a child.

“Child Support Dispute”

A family law dispute regarding financial support of a child.

“Cohabitation”

Living or abiding or residing together as man and wife.

“Contested Divorce”

A divorce where the parties do not agree to a division of property and/or to divorce.

“Counterclaim”

An answer to the complaint filed by the Defendant in the same action, which may raise any other matter under the Divorce Code that may be joined with the divorce.

“Court”

A court of common pleas which has jurisdiction over a family law dispute.

“Defendant”

The person being sued.

“Divorce”

Divorced from the bonds of matrimony.

“Divorce Hearing Officer”

An attorney appointed by the court to hear testimony on claims filed in a divorce action and make recommendations for resolution of those claims.

“Equitable”

Does not mean “equal.”

“Ex Parte”

In order to preserve fairness to all in a proceeding, no one party or his/her lawyer can contact the court about issues in the case without the other party's participation; this includes by telephone, mail, or in person.

“Family Law Dispute”

A contested issue arising under 23 Pa.C.S. (relating to domestic relations). The term does not include an issue under section 7373(b) (relating to scope of subchapter).

“Fault Divorce”

A divorce filed under 23 Pa.C.S. §3301(a) or (b).

“Grounds for Divorce”

The grounds are enumerated in §3301 of the Domestic Relations Code (relating to grounds for divorce).

“Irretrievable Breakdown”

Estrangement due to marital difficulties with no reasonable prospect of reconciliation.

“Jurisdiction”

The courts shall have original jurisdiction in cases of divorce and for the annulment of void or voidable marriages and shall determine, in conjunction with any decree granting a divorce or annulment, the following matters, if raised in the pleadings, and issue appropriate decrees or orders with reference thereto, and may retain continuing jurisdiction thereof:

- (1) The determination and disposition of property rights and interests between spouses, including any rights created by any antenuptial, postnuptial, or separation agreement and including the partition of property held as tenants by the entireties or otherwise and any accounting between them, and the order of any spousal support, alimony, alimony pendente lite, counsel fees or costs authorized by law.
- (2) The future care, custody and visitation rights as to children of the marriage or purported marriage.
- (3) Any support or assistance which shall be paid for the benefit of any children of the marriage or purported marriage.

- (4) Any property settlement involving any of the matters set forth in paragraphs (1), (2) and (3) as submitted by the parties.
- (5) Any other matters pertaining to the marriage and divorce or annulment authorized by law and which fairly and expeditiously may be determined and disposed of in such action.

“Marital Property”

All property acquired by either the husband or the wife during the marriage. It also means any gain in value of the non-marital property from the date of the marriage until the date of final separation.

"No-Fault Divorce"

A divorce filed under 23 Pa.C.S. §3301(c) or (d).

"Non-Marital Property”

Property owned before marriage or property acquired in trade for property owned before the marriage; property you and your spouse agree is not marital property; property acquired as a gift (except between spouses) or an inheritance; property acquired between the final separation date and the date of divorce; property a spouse traded or sold for value or gave away in good faith before the date of final separation; certain veteran's benefits; property mortgaged in good faith and for value before the date of the final separation; and payment received from a claim which arose before the marriage or after the date of final separation.

“Party”

An individual who signs an arbitration agreement and whose rights will be determined by an award.

“Person”

An individual, estate, business or nonprofit entity, public corporation, government or governmental subdivision, agency or instrumentality or any other legal entity.

“Plaintiff”

The person filing the case.

“Pro Se”

For one's own behalf or appearing for oneself.

“Protection Order”

An injunction or other order, issued under the domestic-violence, family-violence or stalking laws of the issuing jurisdiction, to prevent an individual from engaging in a violent or threatening act against, harassment of, contact or communication with or being in physical proximity to, another individual who is a party or a child under the custodial responsibility of a party.

“Qualified Professionals”

Includes marriage counselors, psychologists, psychiatrists, social workers, ministers, priests, rabbis or other persons who, by virtue of their training and experience, are able to provide counseling.

“Record”

Information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

“Separate and Apart”

Complete cessation of any and all cohabitation, whether living in the same residence or not.

“Sign”

With present intent to authenticate or adopt a record:

- (1) to execute or adopt a tangible symbol; or
- (2) to attach to or logically associate with the record an electronic symbol, sound or process.

“Spousal Support”

Care, maintenance and financial assistance.

“State”

A state of the United States, the District of Columbia, Puerto Rico, the United States Virgin Islands or any territory or insular possession subject to the jurisdiction of the United States. The term includes a federally recognized Indian tribe.

“Uncontested Divorce”

A divorce where the parties agree and file under 23 Pa.C.S. §3301(c) or (d).

“Venue”

A proceeding for divorce or annulment must be brought in the county

- (1) where the Defendant resides;
- (2) if the Defendant resides outside of this Commonwealth, where the Plaintiff resides;
- (3) of matrimonial domicile, if the Plaintiff has continuously resided in the county; or
- (4) prior to six months after the date of final separation and with agreement of the Defendant, where the Plaintiff resides, or if neither party continues to reside in the county of matrimonial domicile, where either party resides; or
- (5) after six months after the date of final separation, where either party resides.

III. FREQUENTLY ASKED QUESTIONS.

- What court costs/fees are involved to file a divorce?** The cost of \$236 must be paid at the beginning of the case when filing the Complaint. **THIS FEE IS SUBJECT TO CHANGE.**
- Can I get a “legal separation”?** In Pennsylvania, there is no statute for a legal separation.
- Who may file for divorce?** In order for the Commonwealth of Pennsylvania to have jurisdiction over your divorce, either you or your spouse must have lived in Pennsylvania for at least six (6) months or have been stationed in Pennsylvania as a member of the military for at least six (6) months.
- Can I file a divorce without an attorney?** Effective July 5, 2013, if you are representing yourself, you must file a written Entry of Appearance (form 2a) stating an address where you agree that pleadings and other legal papers may be served. The address does *not* have to be your home address. The entry of appearance shall also state a telephone number at which you may be contacted. If you choose, you may also provide a facsimile (fax) number.

** Note: If your address and/or your telephone number are confidential pursuant to a PFA Order, you are NOT required to state your address and/or telephone number on your Entry of Appearance of Self-Represented Party form. You are, however, required to maintain your address and telephone contact information up to date with the Prothonotary's staff, who keeps that information secured and confidential from other parties and the public.*

If you are representing yourself, you are under a continuing obligation to update your contact information with the Court, to other self-represented parties, and to attorneys of record.

If you are representing yourself, you are required to provide copies of your entry of appearance to all other self-represented parties and attorneys of record.

- How long does it take to get a divorce?** There is no certain answer. Each case is different.

If the spouses agree to divide their property or have no property and are in agreement with the divorce, the divorce can become final in approximately four (4) months. Refer to 23 Pa.C.S.A. §3301(c) and Pa.R.C.P. 1920.1 through 1920.76.

If one spouse does not agree, the divorce can be prolonged in excess of two (2) years or more from the date of separation under §3301(d) of the Divorce Code. Refer to 23 Pa.C.S.A. §3301(d) and Pa. R.C.P. 1920.1 through 1920.76.

- What if my contact information changes after a divorce action is filed but before the divorce becomes final?** You must file a Change of Contact notice (form 2b) with the court and serve on all parties.

- Can I get a divorce if I am married by common law?** See a lawyer.

- I live in another county, can I get divorced in Lancaster County?** Yes, however, the parties must agree in writing or participate in the proceeding. Refer to Pa. R.C.P. No. 1920.2(a)(2). Otherwise, if the parties do not agree, the divorce action must be filed in the proper county. It is always proper to file the action in the county in which the Defendant resides.

- Can I get divorced if I do not know my spouse's whereabouts?** See a lawyer.

- What are the grounds for divorce?** Refer to 23 Pa.C.S.A. §3301.

- What are the procedures and timelines?** Provided in the following section but for a simple “no-fault” divorce only. (See page 2).

- Is it possible to get spousal support, *alimony pendente lite*, and alimony?** Yes, see the support packet or consult an attorney.

IV. PROCEDURES - (A) SIMPLE NO FAULT DIVORCE UNDER §3301(C) OF THE DIVORCE CODE - IF BOTH PARTIES AGREE:

FILING

- A divorce case is started with the filing of a “Complaint.” Refer to Pa. R.C.P. 1920.12. All filings require the original plus two copies of the Complaint. The original stays with the court and two copies are returned to you; one for you and one for the other spouse. An accompanying civil cover sheet is to be included with the Complaint. (See form 1.)
- File Entry of Appearance and serve on all parties and/or attorneys. (See form 2a.) See instructions on form.
- Pay a filing fee to the Prothonotary's Office, located in the Courthouse. The Prothonotary shall file the original, assign a case number and return two (2) timed-stamped copies to you.

SERVICE AND PROOF OF SERVICE

- Service of the Complaint must be made by either personal service (form 3a or 3b) or certified mail (form 3c) in accordance with Pa. R.C.P. 1930.4.
- A copy of the Complaint must be served upon the other party within thirty (30) days of filing. Refer to Pa. R.C.P. No. 1930.4(e). However, if the other party resides outside of Pennsylvania, service must be made within ninety (90) days of the filing of the Complaint. Refer to Pa. R.C.P. No. 1930.4(f).
Otherwise, the Complaint must be reinstated and re-served in accordance with Pa. R.C.P. 1930.4(g).

NOTE: Proof of Service shall be filed within ten days of service in accordance with Pa. R.C.P. 1930.4 (h).

FINALIZATION

- 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 file an Affidavit of Consent (form 4a and b) and Waiver of Notice of Intention to File the Praeceptum to Transmit Record (form 5a and b). The Affidavit of Consent and Waiver of Notice of Intention to File Praeceptum to Transmit Record must be filed within thirty (30) days after the Affidavit was signed and dated. (Refer to Pa. R.C.P. 1920.42(a)(1), Pa. R.C.P. 1920.72(b) and 1920.73(b).)
- Upon the filing of both parties' Affidavits of Consent and Waivers of Notice of Intention to File the Praeceptum to Transmit Record with the Court, the divorce may be concluded by either party filing with the court, a Praeceptum to Transmit the Record (form 6) and Praeceptum of service (form 7), four (4) copies of the proposed Divorce Decree (form 9), and accompanying state statistical form (form 10). Refer to Pa. R.C.P. 1920.42(a)(1). You must also provide the court with self-addressed and stamped envelopes for yourself and your spouse.

NOTE: The Divorce Decree will be mailed to both parties approximately fourteen (14) days after filing the above forms, presuming there are no deficiencies. You may check the docket online at: www.co.lancaster.pa.us

PROCEDURES - (B) SIMPLE NO FAULT DIVORCE UNDER §3301(D) OF THE DIVORCE CODE - ONE -YEAR SEPARATION:

FILING

- A divorce case is started with the filing of a “Complaint.” Refer to Pa. R.C.P. 1920.12. All filings require the original plus two copies of the Complaint. The original stays with the court and two copies are returned to you; one for you and one for the other spouse. An accompanying civil cover sheet is to be included with the Complaint. (See form 1.)
- File Entry of Appearance and serve on all parties and/or attorneys. (See form 2a.) See instructions on form.
- Pay a filing fee to the Prothonotary's Office located in the Courthouse. The Prothonotary shall file the original, assign a case number and return two (2) timed-stamped copies to you.

SERVICE AND PROOF OF SERVICE

- Service of the Complaint must be made by either personal service (form 3a or 3b) or certified mail (form 3c) in accordance with Pa. R.C.P. 1930.4.
- A copy of the Complaint must be served upon the other party within thirty (30) days of filing. Refer to Pa. R.C.P. No. 1930.4(e). However, if the other party resides outside of Pennsylvania, service must be made within ninety (90) days of the filing of the Complaint. Refer to Pa. R.C.P. No. 1930.4(f).
Otherwise, the Complaint must be reinstated and re-served in accordance with Pa. R.C.P. 1930.4(g).

NOTE: Proof of Service shall be filed within ten days of service in accordance with Pa. R.C.P. 1930.4 (h).

FINALIZATION

- After one (1) year¹ following separation of the parties has passed, either party may sign a 3301(d) Affidavit (form 11a), file an original and two copies along with a blank Counter Affidavit (form 11b) with the Prothonotary's Office, and serve a copy upon the other spouse. Service of the Affidavit and blank Counter Affidavit may be made by either personal service (form 11c or 11d) or certified mail (form 11e) in accordance with Pa.R.C.P. 1930.4.
- Twenty (20) days after the Affidavit (form 11a) and blank Counter Affidavit (form 11b) have been filed with the Prothonotary's office and served upon the other spouse, a Notice of Intention to File Praecepte to Transmit Record (form 12a) and a copy of the proposed Praecepte to Transmit the Record (form 12b) are filed with the Prothonotary's Office. You will also file a Certificate of Service stating that you are serving the other spouse with both documents (form 12c). Service of this notice may be made by first class mail. The date in form 12a must be at least twenty(20) days after the date your notice was mailed or hand delivered. **Please note the Notice of Intention to File Praecepte to Transmit Record is not needed if the other spouse has filed a Waiver of Intention to File Praecepte to Transmit Record (form 5a or 5b).** (Refer to Pa. R.C.P. 1920.42(c)(1)(vi) and Pa. R.C.P. 1920.42(c)(1)(v)(A).)

¹ NOTE: if date of separation occurred prior to 12/5/16, the wait is two years from separation date before filing this Affidavit.

- Upon twenty (20) days after the Notice referred to immediately above has been filed and served upon the other spouse, the divorce may be concluded by either party filing with the court the *original* Praecipe to Transmit the Record (form 6) and Praecipe certifying service (form 7), four (4) copies of the proposed Divorce Decree (form 9), and accompanying state statistical form (form 10). Refer to Pa. R.C.P. 1920.42(c).

Also, if the Defendant has not filed any papers related to the action, the Plaintiff must file an Affidavit of Nonmilitary Service (form 8). (See Pa. R.C.P. 1920.46) You must also provide the court with self-addressed and stamped envelopes for yourself and your spouse.

NOTE: The Divorce Decree will be mailed to both parties approximately fourteen (14) days after filing the above forms, presuming there are no deficiencies. You may check the docket online at: www.co.lancaster.pa.us

V. RULES

- Rules pertaining to divorce can be found in the Pennsylvania Rules of Court beginning at Rule No. 1920.1 through 1920.75.
- Rules pertaining to divorce can be found in the Lancaster County Local Rules specifically Rules No. 1920.12(a) through 1920.74.
- A copy of the Pennsylvania and local Lancaster County Rules of Court can be found at the Lancaster County Law Library.

I. FORMS:

	NAME OF FORM
1.	COMPLAINT UNDER §3301(C) OR (D) OF THE DIVORCE CODE AND CIVIL COVERSHEET
2(a).	ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
2(b).	CHANGE OF CONTACT OF PARTY
3(a).	AFFIDAVIT OF PERSONAL SERVICE BY PLAINTIFF OF COMPLAINT
3(b).	ACCEPTANCE OF SERVICE BY DEFENDANT OF COMPLAINT
3(c).	AFFIDAVIT OF SERVICE BY CERTIFIED MAIL OF COMPLAINT
4(a).	AFFIDAVIT OF CONSENT FOR PLAINTIFF'S SIGNATURE
4(b).	AFFIDAVIT OF CONSENT FOR DEFENDANT'S SIGNATURE
5(a).	WAIVER OF NOTICE OF INTENTION TO FILE PRAECIPE TO TRANSMIT RECORD FOR PLAINTIFF'S SIGNATURE
5(b).	WAIVER OF NOTICE OF INTENTION TO FILE PRAECIPE TO TRANSMIT RECORD FOR DEFENDANT'S SIGNATURE
6.	PRAECIPE TO TRANSMIT THE RECORD
7.	SERVICE FORM FOR PRAECIPE TO TRANSMIT THE RECORD
8.	AFFIDAVIT OF NONMILITARY SERVICE
9.	DIVORCE DECREE
10.	STATE STATISTICAL FORM
11(a).	AFFIDAVIT UNDER SECTION 3301(D) OF THE DIVORCE CODE
11(b).	COUNTER-AFFIDAVIT UNDER SECTION 3301(D) OF THE DIVORCE CODE
11(c).	AFFIDAVIT OF PERSONAL SERVICE OF AFFIDAVIT UNDER SECTION 3301(D) OF THE DIVORCE CODE AND BLANK COUNTER AFFIDAVIT
11(d).	ACCEPTANCE OF SERVICE OF AFFIDAVIT UNDER SECTION 3301(D) OF THE DIVORCE CODE AND BLANK COUNTER AFFIDAVIT
11(e).	AFFIDAVIT OF SERVICE BY CERTIFIED MAIL OF AFFIDAVIT UNDER SECTION 3301(D) OF THE DIVORCE CODE AND BLANK COUNTER AFFIDAVIT
12(a).	NOTICE OF INTENTION TO FILE PRAECIPE TO TRANSMIT RECORD UNDER SECTION 3301(D) OF THE DIVORCE CODE
12(b).	PROPOSED PRAECIPE TO TRANSMIT THE RECORD
12(c).	CERTIFICATE OF SERVICE OF NOTICE AND PROPOSED PRAECIPE TO TRANSMIT THE RECORD
13.	PROPERTY INVENTORY & CERTIFICATE OF SERVICE

NOTE: PLEASE SEE LOCAL RULE NO. 205.2(a) PHYSICAL CHARACTERISTICS OF LEGAL PAPERS

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

In Re: The marriage of _____ :
 :
 :
 Plaintiff :
 :
 vs. : No. CI-
 :
 :
 _____ :
 Defendant :

NOTICE TO DEFEND AND CLAIM RIGHTS

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.

When the ground for the divorce is indignities or irretrievable breakdown of the marriage, you may request marriage counseling. A list of marriage counselors is available in the Office of the Prothonotary at the Lancaster County Courthouse, 50 North Duke Street, 2nd floor, Lancaster, Pennsylvania.

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, GO TO OR TELEPHONE 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.

LANCASTER BAR ASSOCIATION
LAWYER REFERRAL SERVICE
TELEPHONE: 717 393-0737

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

In Re: The marriage of _____ :
 :
 :
 Plaintiff _____ :
 :
 vs. _____ : No. CI-
 :
 :
 Defendant _____ :

COMPLAINT UNDER SECTION 3301 (c or d)
OF THE DOMESTIC RELATIONS CODE

1. Plaintiff is _____, who currently resides at _____, since _____.
2. Defendant is _____, who currently resides at _____, since _____.
3. Plaintiff and/or Defendant has/have been a bona fide resident/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 _____.
5. There have been no prior actions of divorce or for annulment between the parties except _____.
6. The marriage is irretrievably broken.
7. Plaintiff has been advised of the availability of counseling and the Plaintiff may have the right to request that the Court require the parties to participate in counseling.

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

DATED: _____
Plaintiff

VERIFICATION

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

DATED:

Plaintiff

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA PROTHONOTARY
CIVIL COVER SHEET

PLEASE LIST NAMES AND ADDRESSES OF ADDITIONAL PARTIES ON A SEPARATE SHEET.
ALL PARTY INFORMATION IS REQUIRED INCLUDING ZIP CODES & PARTY INFORMATION MUST MATCH THE
PLEADING. PLEASE DO NOT STAPLE THE COVER SHEET TO THE PLEADING. IF AN EVENT NEEDS TO BE
SCHEDULED, A CAO SCHEDULING COVER SHEET MUST ALSO BE ATTACHED

For Prothonotary use only:

DOCKET No: CI-

TYPE OF ACTION: **DIVORCE**

PARTY INFORMATION

PLAINTIFF'S NAME:

DEFENDANT'S NAME:

ADDRESS (if confidential, use 2nd sheet)

ADDRESS:

MUNICIPALITY/TWP:

MUNICIPALITY/TWP:

DOB:

DOB:

TELEPHONE #:

TELEPHONE #:

FILING ATTORNEY/ FILING PARTY INFORMATION

FIRM/OFFICE:

FILING ATTORNEY/PARTY:

AOPC (Attorney ID)

ADDRESS:

STATE:

ZIP CODE:

TELEPHONE #:

E-MAIL:

TAX LIEN INFORMATION

MAP REFERENCE:

MUNICIPALITY:

WARD:

SALE PRICE:

DEED BOOK:

DEED PAGE:

PROPERTY DESCRIPTION:

DEED DATE:

TAX YEAR:

TAX LIEN AMOUNT:

PFA INFORMATION

HEARING DATE:

SOCIAL SECURITY # (Defendant- last 4 digits)

POLICE DEPARTMENT:

PREVIOUS PETITIONS:

**INSTRUCTIONS IN COMPLETING THE FORM ON THE FOLLOWING
PAGE**

**PLEASE INSERT THE INFORMATION CORRESPONDING TO THE NUMBERS
BELOW WHERE INDICATED ON THE FOLLOWING PAGE**

- (1) Your name, including middle initial;
- (2) Your spouse's name, including middle initial;
- (3) Leave this blank (the Prothonotary's Office will fill in this number);
- (4) Your name, including middle initial; then check the box if you are the Plaintiff or Defendant in the action;
- (5) Place a mark on this line if you currently have an attorney who you want to withdraw from the case and proceed to step (6); otherwise, leave steps (5) and (6) blank and proceed to step (7);
- (6) Print your attorney's name who you want to remove from the action, if applicable;
- (7) Print your name;
- (8) Sign your name;
- (9) Print your telephone/cellular phone number;
- (10) Print your address;
- (11) Print your fax number, if applicable;
- (12) Print the date on the day you are filing the form with the Prothonotary's Office;
- (13) Print the type of service, such as first class mail, certified mail or personal service;
- (14) Print Defendant's address; and
- (15) Print the date in which you served the Entry of Appearance upon the Defendant.

**DO NOT ATTACH THESE INSTRUCTIONS
WHEN FILING YOUR ENTRY OF APPEARANCE**

INSTRUCTIONS

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

(1) _____ :
Plaintiff :
vs. : (3) No. CI- _____
(2) _____ :
Defendant : DIVORCE

ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY
PURSUANT TO Pa. R.C.P. No. 1930.8

I, (4) _____ () Plaintiff or () Defendant, represent myself in the within
action.

REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (if applicable)

(5) _____ Remove (6) _____, Esq., as my attorney of record.

_____ Withdraw my appearance for the filing party.

_____, Esq. (Print name) ID# _____

_____ Signature DATE: _____

I understand that I am under a continuing obligation to provide current contact information to the court, to
other self-represented parties, and to attorneys of record.

All pleadings and legal papers can be served on me at the address listed below, which may or
may not be my home address pursuant to Rule 1930.8:

(7) _____
Print Name

(8) _____
Signature

(9) _____
Telephone Number

(10) _____
Address

(11) _____
FAX

(10) _____
City, State, Zip Code

(12) _____
Date

**THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL
PARTIES AND ATTORNEYS, INCLUDING ANY ATTORNEY REMOVED FROM THE CASE.**

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

(1) _____ :
Plaintiff :
vs. : (3) No. CI- _____
: :
(2) _____ : DIVORCE
Defendant :

CERTIFICATE OF SERVICE

This is to certify that on this date, a true and correct copy of the foregoing Entry of Appearance of Self-represented Party Pursuant to Pa. R.C.P. No. 1930.8 was served upon the Defendant by (13) _____ to the following:

(2) _____

(14) _____

(14) _____

BY (8)
(1) _____
(10) _____
(10) _____

(15) _____
Date

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-_____
	:	Divorce
_____	:	
Defendant	:	

CHANGE OF CONTACT INFORMATION OF PARTY

My name is: _____

Legal papers may be served on me at the following address (unless said address and/or telephone number is confidential pursuant to PFA Order):

(Street address)

(City, State, Zip Code)

My telephone number is: _____

My facsimile (fax) number is: _____

I understand that I have a continuing obligation to provide current contact information to the Court and other parties and/or their attorneys.

I understand that I must provide a copy of this document as well as all other documents that I file to all other parties and/or their attorneys.

Dated: _____

signed by Pro Se Party

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	Divorce
_____	:	
Defendant	:	

AFFIDAVIT OF SERVICE

I, _____, hereby depose and say that on this date, I personally served the
(name of person serving the Defendant)
above-captioned Defendant, with a Complaint in Divorce and Notice to Defend and Claim
Rights with Notice of Availability of Counseling by personally handing the same to him/her at
at _____, at _____ o'clock ____ .m.
(address of service) (time of service)

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. CS. §4904 relating to unsworn
falsification to authorities.

Dated: _____

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

ACCEPTANCE OF SERVICE

I, _____, Defendant in the above-captioned action depose and say that I accepted service of the Complaint in Divorce and Notice to Defend and Claim Rights with Notice of Availability of Counseling on or about _____ 20____, at _____ (date received) _____ (location where received).

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____
_____ Defendant

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF SERVICE

I, _____ (Plaintiff) depose and say that:

1. On _____ (date), a copy of the Complaint in Divorce in the above-captioned matter was mailed to the Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only, at the Defendant's last known address, as indicated on the attached mailing receipt.

2. That on _____ (date), the Defendant received the aforesaid Divorce Complaint and the mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____

Plaintiff

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF SIGNATURE

I, _____ (Plaintiff) depose and say that I have examined the signature on the Return Receipt of the Post Office Department signed by _____ (Defendant) and that I am familiar with the signature of the said Defendant, and that the signature on that card is the signature of the said Defendant.

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____

Plaintiff

ATTACH CERTIFIED MAILING SLIP AND GREEN RETURN RECEIPT CARD HERETO

white mailing slip

See sample on next page

green return receipt card

See sample on next page

NOTE: DO NOT ATTACH THIS PAGE TO YOUR SERVICE DOCUMENT

Sample

U.S. Postal Service	
CERTIFIED MAIL - RECEIPT	
<i>(Domestic Mail Only; No Insurance Coverage Provided)</i>	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$ 53
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	5.05
Total Postage & Fees	\$ 11.58
Postmark Here	12/31/14
Name To	Jane Doe
Street, Apt. No., or P.O. Box No.	211 E. Main St.
City, State, ZIP+4	Transylvania, Pa 10054

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Jane Doe</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Jane Doe 211 E. Main St. Transylvania, Pa 10054</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™ <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p>
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 6472 2052</p>	<p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>PS Form 3811, July 2013</p>	<p>Domestic Return Receipt</p>

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. <u>CI-</u>
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF CONSENT

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

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

3. I consent to the entry of a final decree of divorce after service of the Notice of Intention to Request Entry of the 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.

Dated: _____
_____ Plaintiff

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. <u>CI-</u>
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF CONSENT

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

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

3. I consent to the entry of a final decree of divorce after service of the Notice of Intention to Request Entry of the 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.

Dated: _____
_____ Defendant

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. <u>CI-</u>
	:	
_____	:	
Defendant	:	

WAIVER OF NOTICE OF INTENTION TO FILE THE PRAECIPE TO TRANSMIT RECORD

1. Without further notice, I consent to the entry of:

- a final decree of divorce; or
- an order approving grounds for divorce.

2. I understand that I may lose rights concerning alimony, equitable division of property, lawyer's fees, costs and expenses or other important rights 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.

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.

Dated: _____
_____ Plaintiff

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-
:
:
:

WAIVER OF NOTICE OF INTENTION TO FILE THE PRAECIPE TO TRANSMIT RECORD

1. Without further notice, I consent to the entry of:

- a final decree of divorce; or
- an order approving grounds for divorce.

2. I understand that I may lose rights concerning alimony, equitable division of property, lawyer's fees, costs and expenses or other important rights 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.

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.

Dated: _____
Defendant

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-
:
:
:

PRAECIPE TO TRANSMIT RECORD

To the Prothonotary:

Transmit the record, together with the following information, to the court for entry of (check one of the following):

- a divorce decree;
- a divorce decree with marital settlement agreement attached;
- a bifurcated divorce decree with the Court retaining jurisdiction over unresolved ancillary claims; or
- an order approving grounds for divorce with the Court retaining jurisdiction over unresolved ancillary claims.

1. Check the applicable section of the Divorce Code.
Grounds for divorce: irretrievable breakdown under:

- Section 3301(c)(1)
- Section 3301(c)(2)
- Section 3301(d)

2. Service of the Complaint:

- (a) Date served: _____
- (b) Manner of service: _____

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

(a) **Section 3301(c)(1) or (2) of the Divorce Code** – Insert the date each party signed the Affidavit of Consent, and if the ground for divorce is under Section 3301(c)(2) of the Divorce Code, insert the date the spouse was convicted of the personal injury crime identified in 23 Pa.C.S. § 3103 next to the appropriate party and complete (1) and (2).

Plaintiff: _____;
Defendant: _____

(1) The date the party signed the Affidavit to Establish Presumption of Consent under Section 3301(c)(2) of the Divorce Code: _____;

(2) The date of filing and manner of service of the Affidavit to Establish Presumption of Consent under Section 3301(c)(2) of the Divorce Code and a blank Counter-Affidavit under Section 3301(c)(2) upon the other party:
_____.

(b) Section 3301(d) of the Divorce Code:

(1) The date the Affidavit under Section 3301(d) of the Divorce Code was signed: _____.

(2) Date of filing and manner of service of the Affidavit under Section 3301(d) of the Divorce Code and blank Counter-Affidavit under Section 3301(d) of the Divorce Code upon the other party: _____.

4. Related ancillary claims pending: _____.

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

(a) Notice of Intention to File the Praeceptum to Transmit Record:

(1) Date served: _____

(2) Manner of service: _____

(b) The date of filing of the party's Waiver of Notice of Intention to File the Praeceptum to Transmit Record:

(1) Plaintiff's Waiver: _____

(2) Defendant's Waiver: _____

() Plaintiff
() Defendant

Plaintiff

**In the Court of Common Pleas
of Lancaster County**

No. CI-_____

vs.

Defendant

AFFIDAVIT THAT THE DEFENDANT IS
NOT IN THE MILITARY SERVICE, PURSUANT
TO "SOLDIERS AND SAILORS" CIVIL RELIEF
ACT OF 1918, RE-ENACTED 1940.

LANCASTER COUNTY, SS: Before me, the undersigned authority, personally appeared

(Plaintiff) Who being duly sworn according to law, doth depose and say that

(Defendant) the Defendant is not in the Military or Naval Service, based on the following
facts: Age of Defendant _____; Present place of employment _____; Present
place of Residence _____ as of the date of this Affidavit.

ADDITIONAL FACTS, IF ANY.

(Signature of party filing this Affidavit)

Sworn and subscribed to before me this ____ day of _____, 20__

Notary Public

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

_____	:
Plaintiff	:
	:
vs.	: No. CI-
	:
_____	:
Defendant	:

DIVORCE DECREE

AND NOW, this ___ day of _____, 20___, it is Ordered and Decreed that _____, Plaintiff, and _____, Defendant, are divorced from the bonds of matrimony.

The parties shall reaffirm or change the beneficiary status on any life insurance policies, annuity contracts, pensions, profit sharing plans, or other contractual arrangements providing for payment to a spouse if it is the intention of one of the parties to keep or change the other party as a beneficiary. Failure to do so may result in revocation of the beneficiary designation pursuant to 20 Pa.C.S. § 6111.2 (Effect of Divorce or Pending Divorce on Designation of Beneficiaries).

The Court retains jurisdiction of any claims raised by the parties to this action for which a final order has not yet been entered.

Any existing spousal support order shall hereafter be deemed an order for alimony pendente lite if any economic claims remain pending.

BY THE COURT:

J.

LANCASTER COUNTY
OFFICE OF THE PROTHONOTARY – COURT OF COMMON
PLEAS – CIVIL

COURTHOUSE
50 NORTH DUKE STREET
PO BOX 83480
LANCASTER, PA 17608-3480
717-299-8282
717-293-7210 (FAX)

ANDREW E. SPADE
Prothonotary

LORI GROFF
Chief Deputy

DIVORCE INFORMATION SHEET

Pursuant to Act 2001-82, Short Vital Statistic Form are not required effective January 1, 2002. However, the Prothonotary is required to provide the following Information, in lieu of the short Vital Statistics Form.

Please complete the appropriate information and file with the Prothonotary:

Docket Number: CI_____

Plaintiff's Name: _____

Defendant's Name: _____

Years Married: ____ < 5; ____ 5-9; ____ 10-14;
(CHECK ONE:)
____ 15-19; ____ 20-24; ____ 24-29 ____ 30+

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-_____
:
:
:

NOTICE

If you wish to deny any of the statements outlined in this Affidavit, you must file a Counteraffidavit 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 ¹_____.
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, costs and expenses, or other important rights 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

¹ Insert your date of separation.

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-_____
:
:
:

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 claim any claims for economic relief. I understand that I may lose rights concerning alimony, division of property, lawyer's fees, costs and expenses, or other important rights 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, costs and expenses or other important rights.

I UNDERSTAND THAT IN ADDITION TO CHECKING 2(b), I MUST ALSO FILE ALL OF MY ECONOMIC CLAIMS 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 FILE THE PRAECIPE TO TRANSMIT RECORD, THE DIVORCE DECREE OR ORDER APPROVING GROUNDS FOR DIVORCE MAY BE ENTERED WITHOUT FURTHER NOTICE TO ME, AND I MAY 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. Section 4904 relating to unsworn falsification to authorities.

Date:

Plaintiff/Defendant

NOTICE: If you do not wish to oppose the entry of a divorce decree or order approving grounds for divorce and you do not wish to make any claim for economic relief, you need not file this Counteraffidavit.

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	Divorce
_____	:	
Defendant	:	

AFFIDAVIT OF SERVICE

I, _____, hereby depose and say that on this date, I personally served the
(name of person serving the Defendant)
above-captioned _____, with a 3301(d) Affidavit and blank Counter Affidavit by
(Plaintiff/Defendant)
personally handing the same to him/her at _____, at _____
(address of service) (time of service)
o'clock ____m.

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____
Plaintiff/Defendant

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

_____	:
Plaintiff	:
	:
vs.	:
	:
_____	:
Defendant	:

No. CI-

ACCEPTANCE OF SERVICE

I, _____, in the above-captioned action depose and say that
(Plaintiff/Defendant)

I accepted service of the 3301(d) Affidavit and blank Counter Affidavit on or about

_____ 20____, at _____.
(date received) (location where received)

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____
_____ Plaintiff/Defendant

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF SERVICE

I, _____ (Plaintiff/Defendant) depose and say that:

1. On _____ (date), a copy of the 3301(d) Affidavit and blank Counter Affidavit in the above-captioned matter was mailed to the Plaintiff/Defendant by Certified Mail, Return Receipt Requested, Deliver to Addressee Only, at the Defendant's last known address, as indicated on the attached mailing receipt.

2. That on _____ (date), the Plaintiff/Defendant received the aforesaid Affidavit and blank Counter Affidavit and the mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____
_____ Plaintiff/Defendant

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF SIGNATURE

I, _____ (Plaintiff/Defendant) depose and say that I have examined the signature on the Return Receipt of the Post Office Department signed by _____ (Plaintiff/Defendant) and that I am familiar with the signature of the said Defendant, and that the signature on that card is the signature of the said Defendant.

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. CS. §4904 relating to unsworn falsification to authorities.

Dated: _____
_____ Plaintiff/Defendant

ATTACH CERTIFIED MAILING SLIP AND GREEN RETURN RECEIPT CARD HERETO

white mailing slip

See sample on next page

green return receipt card

See sample on next page

NOTE: DO NOT ATTACH THIS PAGE TO YOUR SERVICE DOCUMENT

Sample

U.S. Postal Service CERTIFIED MAIL - RECEIPT <small>(Domestic Mail Only; No Insurance Coverage Provided)</small>	
<small>For delivery information visit our website at www.usps.com</small>	
OFFICIAL USE	
Postage	\$ 53
Certified Fee	3.30
Return Receipt Fee <small>(Endorsement Required)</small>	2.70
Restricted Delivery Fee <small>(Endorsement Required)</small>	5.05
Total Postage & Fees	\$ 11.58
Postmark Here	12/31/14
Done To	Jane Doe
Street, Apt. No., or PO Box No.	211 E. Main St.
City, State, ZIP+4	Transylvania, Pa 10054

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Jane Doe</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Jane Doe 211 E. Main St. Transylvania, Pa 10054</p>	<p>3. Service Type <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™ <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p>
<p>2. Article Number <small>(Transfer from service label)</small></p> <p>7013 3020 0000 6472 2052</p>	<p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>PS Form 3811, July 2013 Domestic Return Receipt</p>	

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-_____
:
:
:

NOTICE OF INTENTION TO FILE THE PRAECIPE TO TRANSMIT RECORD UNDER SECTION
3301(C)(2) OR SECTION 3301(D) OF THE DIVORCE CODE

To: _____ (Plaintiff)(Defendant)

You have been sued in an action for divorce. You have failed to answer the complaint or file a counter-affidavit to the §3301(d) Affidavit. Therefore, on or after ¹_____20____, the other party can request the court to enter a final decree in divorce or, if there are unresolved ancillary claims, an order approving grounds for divorce as indicated on the proposed Praecipe to Transmit Record, which is attached.

If you do not file an answer with your signature notarized or verified by the above date, the court can enter a final decree in divorce, or, if there are unresolved ancillary claims, an order approving grounds for divorce.

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 or an order approving grounds for divorce and you may 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, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. 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.

LANCASTER BAR ASSOCIATION
LAWYER REFERRAL SERVICE
TELEPHONE: 717/393-0737

¹ The date to be inserted must be at least 20 days after the date on which the notice was mailed or delivered.

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-
:
:
:

PROPOSED PRAECIPE TO TRANSMIT RECORD

To the Prothonotary:

Transmit the record, together with the following information, to the court for entry of (check one of the following):

- a divorce decree;
- a divorce decree with marital settlement agreement attached;
- a bifurcated divorce decree with the Court retaining jurisdiction over unresolved ancillary claims; or
- an order approving grounds for divorce with the Court retaining jurisdiction over unresolved ancillary claims.

1. Check the applicable section of the Divorce Code.
Grounds for divorce: irretrievable breakdown under:

- Section 3301(c)(1)
- Section 3301(c)(2)
- Section 3301(d)

2. Service of the Complaint:

- (a) Date served: _____
- (b) Manner of service: _____

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

(a) **Section 3301(c)(1) or (2) of the Divorce Code** – Insert the date each party signed the Affidavit of Consent, and if the ground for divorce is under Section 3301(c)(2) of the Divorce Code, insert the date the spouse was convicted of the personal injury crime identified in 23 Pa.C.S. § 3103 next to the appropriate party and complete (1) and (2).

Plaintiff: _____;
Defendant: _____

(1) The date the party signed the Affidavit to Establish Presumption of Consent under Section 3301(c)(2) of the Divorce Code: _____;

(2) The date of filing and manner of service of the Affidavit to Establish Presumption of Consent under Section 3301(c)(2) of the Divorce Code and a blank Counter-Affidavit under Section 3301(c)(2) upon the other party:
_____.

(b) Section 3301(d) of the Divorce Code:

(1) The date the Affidavit under Section 3301(d) of the Divorce Code was signed: _____.

(2) Date of filing and manner of service of the Affidavit under Section 3301(d) of the Divorce Code and blank Counter-Affidavit under Section 3301(d) of the Divorce Code upon the other party: _____.

4. Related ancillary claims pending: _____.

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

(a) Notice of Intention to File the Praeceptum to Transmit Record:

(1) Date served: _____

(2) Manner of service: _____

(b) The date of filing of the party's Waiver of Notice of Intention to File the Praeceptum to Transmit Record:

(1) Plaintiff's Waiver: _____

(2) Defendant's Waiver: _____

() Plaintiff
() Defendant

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

_____	:	
Plaintiff	:	
	:	
vs.	:	No. CI-
	:	
_____	:	
Defendant	:	

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on this date, true and correct copies of the foregoing Notice of Intention to File Praecipe to Transmit Record under §3301(d) of the Divorce Code and Praecipe to Transmit the Record were served by first class mail to the following:

By: _____
Plaintiff/Defendant

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

Plaintiff

vs.

Defendant

No. CI - _____

INVENTORY OF

(Your Name)

Plaintiff / Defendant files the following inventory of all property owned or possessed by either party at the date of separation and all property transferred within the preceding three years.

Plaintiff / Defendant verifies that the statements made in this inventory are true and correct. **Plaintiff / Defendant** understands that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

(Date)

(Your Signature)

ASSETS OF THE PARTIES

Plaintiff / Defendant marks on the list below those items applicable to the case at bar and itemizes the assets on the following pages.

- 1. Real property
- 2. Motor vehicles
- 3. Stocks, bonds, securities, and options
- 4. Certificates of deposit
- 5. Checking accounts, cash

- 6. Savings accounts, money market and savings certificates
- 7. Contents of safe deposit boxes
- 8. Trusts
- 9. Life insurance policies (indicate face value, cash surrender value and current beneficiaries)
- 10. Annuities
- 11. Gifts
- 12. Inheritances
- 13. Patents, copyrights, inventions, royalties
- 14. Personal property outside the home
- 15. Business (list all owners, including percentage of ownership, and officer/director positions held by a party with company)
- 16. Employment termination benefits--severance pay, worker's compensation claim/award
- 17. Profit sharing plans
- 18. Pension plans (indicate employee contribution and date plan vests)
- 19. Retirement plans, Individual Retirement Accounts
- 20. Disability payments
- 21. Litigation claims (matured and unmatured)
- 22. Military/V.A. benefits
- 23. Education benefits
- 24. Accounts receivable, including loans and mortgages payable to a party
- 25. Household furnishings and personalty (include as a total category and attach itemized list if distribution of such assets is in dispute)
- 26. Other: _____
- 27. Other: _____
- 28. Other: _____
- 29. Other: _____
- 30. Other: _____

MARITAL PROPERTY

Plaintiff / Defendant lists all marital property in which either or both spouses have a legal or equitable interest individually or with any other person as of the date of separation:

ITEM NUMBER	DESCRIPTION OF PROPERTY	NAMES OF ALL OWNERS	ESTIMATED VALUE AT DATE OF SEPARATION
1.			\$
2.			\$
3.			\$
4.			\$
5.			\$
6.			\$
7.			\$
8.			\$
9.			\$
10.			\$
11.			\$
12.			\$
13.			\$
14.			\$
15.			\$
16.			\$
17.			\$

NON-MARITAL PROPERTY

Plaintiff / Defendant lists all property in which a spouse has a legal or equitable interest which is claimed to be excluded from marital property:

ITEM NUMBER	DESCRIPTION OF PROPERTY	REASON FOR EXCLUSION	ESTIMATED VALUE AT DATE OF MARRIAGE	ESTIMATED VALUE AT DATE OF SEPARATION
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
6.			\$	\$
7.			\$	\$

PROPERTY TRANSFERRED

ITEM NUMBER	DESCRIPTION OF PROPERTY	DATE OF TRANSFER	CONSIDERATION	PERSON TO WHOM TRANSFERRED	ESTIMATED VALUE AT DATE OF SEPARATION
1.				\$	\$
2.				\$	\$
3.				\$	\$
4.				\$	\$
5.				\$	\$
6.				\$	\$
7.				\$	\$

LIABILITIES

ITEM NUMBER	DESCRIPTION OF PROPERTY	NAMES OF ALL CREDITORS	NAMES OF ALL DEBTORS	ESTIMATED VALUE AT DATE OF SEPARATION
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
6.				\$
7.				\$
8.				\$
9.				\$
10.				\$
11.				\$
12.				\$
13.				\$
14.				\$
15.				\$
16.				\$
17.				\$
18.				\$
19.				\$

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

_____	Plaintiff	}	No. CI - _____
vs.			
_____	Defendant		DIVORCE

CERTIFICATE OF SERVICE

I _____, hereby certify that I delivered a copy of the
(your name)

Plaintiff's / Defendant's Property Inventory pursuant to Pa. R.C.P. No. 1920.33, to

_____ on _____.
(other party's name) (date)

Delivery was made by (check all that apply):

_____ Regular Mail

_____ Certified Mail (return receipt requested, restricted delivery)

(attach original return receipt on separate page)

Tracking Number: _____

_____ Hand Delivery

(signature)

(print name)

(date)