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:

- 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 <u>cannot</u> 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 <u>during</u> 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 <u>may not</u> 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

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.

<u>Timing</u>. 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 # 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).

<u>Timing.</u> 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: Praecipe to Transmit Record

<u>Praecipe to Transmit Record.</u> 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 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(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 <u>Personal Service</u>, <u>Acceptance of Service</u>, or by <u>Certified Mail</u>.
- 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 <u>only</u>, 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 <u>in its entirety</u> and filed with the Prothonotary (check your records for exact dates and manner of service). NOTE: remember to <u>circle 3301(c)</u> 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 <u>under Section 3301(d)</u> of the Divorce Code, if one party <u>does not consent</u>.

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)

<u>How to Serve the Complaint</u>. 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.

<u>Timing</u>. 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

<u>The Forms</u>. 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.

<u>Service</u>. 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.

<u>Service</u>. 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.

<u>Praecipe to Transmit Record.</u> 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 <u>Personal Service</u>, <u>Acceptance of Service</u>, or by <u>Certified Mail</u>.
- 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 Praecipe 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 <u>only</u>, 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).
	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).
	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.

<u>Domestic Relations.</u> 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.

Name		Plaintiff	:	Case No
	v.		:	
			:	
		,	:	
Name		Defendant	:	
	I	NOTICE TO DEFE	ND A	AND CLAIM RIGHTS
То:				
-				

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

Name	Plaintiff	: Case No.	
v.		:	
		:	
Name	Defendant	:	
\$	COMPLAINT FO SECTION 3301(c) OR 3301	OR DIVORCE UNDE I(d) OF THE DIVOR	CR RCE CODE
1. Plaintiff is	who	currently resides at	our Address (Street, City, County, State, Zip
Divorce Code.	is seeking a d	ivorce under Section	our Address (Street, City, County, State, Zip 3301(c) / 3301(d) of the (Circle either 3301(c) or (d))
2. Defendant is	\mathbf{w}^{\prime}	ho currently resides at	
	Spouse's Name W	no currently resides at	Spouse's Address (Street,
City, County, State, Zi	.p)		
months immediate	Defendant have been bona fely previous to the filing of the document of the defendant were married or	nis Complaint.	ommonwealth for at least six
		Date of Marriage	City, County, and State of Marriage
Circle one	(have not) been prior actions of the above ticipated in or has information		
regarding the Cour	rt, Case Number, and its relat	tionship to this action.	
-			
. The marriage is	irretrievably broken.		
. The parties have	e lived separate and apart sin	ce	

9. Plaintiff requests the Court to en	nter a decree of divorce.
	lly requests that the Court enter a decree of divorce.
Date:	Signature:
	Plaintiff
	VERIFICATION
I verify that the statements in	n the foregoing Complaint in Divorce are true and correct.
understand that false statements here	ein are made subject to the penalties of 18 Pa.C.S. § 4904,
relating to unsworn falsification to a	uthorities.
Date:	Signature:
	Plaintiff

V	,	:	~		
Name	Plaintiff	: (Case No		
v.		•			
ame	Defendant				
	Delendant	•			
	A EEVE A	VIII OF	EDINOS		
		VIT OF S Third P <i>A</i>			
	(В1	THEOTE	iki i)		
I certify that I s	served a copy of the	Complaint	for Divorce an	d Notic	ce to Defend and
laim Rights which we	ere previously filed	with the C	ourt upon		or to bottoma and
			•		
	on				(
Name of person served	011	Date	, at	Time	(a.m./p.m.)
•					
Street Add	ress	City	C	tate	Zip Code
inderstand that false Pa.C.S. § 4904 relat	Plaintiff or the Defe statements made in statements herein ar- ting to unsworn falsi	ndant in the the forego e made sul	e Proceeding. ing document a ject to the pena	are true	and correct.
ate:		Signature of	person certifying servi	ce	
		Name of per	son certifying service (printed or	typed)
		•			717
		Street Addre	ss of person certifying	annia.	
		Succi Addic	ss of person certifying	SCIVICE	
		City	State	Zip Code	
		Area Code	Telephone Number	of person	certifying service

Name	Plaintiff,	: Case No
v.		
Name	Defendant	:
	ACCEPTAN	CE OF SERVICE
I,Defendant	's Name	, hereby accept service of
the Complaint for Div	orce and Notice to Defer	nd and Claim Rights, which were previously filed
with the Court.		
I verify that the	e statements made in the	foregoing document are true and correct.
		ade subject to the penalties of perjury of
	ting to unsworn falsifica	
Date:		
Date of Acceptance of	Service Sig	nature of Defendant

Name	Plaintiff,	:	Case No.	
v	·•	:		
		:		
Name	Defendant	:		
	AFFIDAVIT OF SE	RVICE B	BY CERTIF	IED MAIL
I certify of Claim Rights Who Court, upon	that I served a copy of the nich were previously filed	Complain with the	t for Divorce	and Notice to Defend and
Name of restricted deliver	f person served ry, return receipt requested	n Date served The orig	(date return receip	by certified mail, eccipt signed by
Name of per	is	attached		
i unucistanu mat	hat the statements made in false statements herein are 4 relating to unsworn falsi	made su	hiert to the n	nt are true and correct. enalties of perjury of
Date:				
		Signature of	person certifying s	service
		Name of per	son certifying serv	ice (printed or typed)
		Street Addre	ss of person certify	ring service
		City	State	Zip Code
		Area Code	Telephone Num	ber of person certifying service

Name	Plaintiff,	: Case No.
v.		:
Name	Defendant ,	:
	AFFIDAVIT	T OF CONSENT
1. A Complaint in	Divorce under Section 330	l(c) of the Divorce Code was filed on
Date Complaint was fil	ed ·	
2. The marriage o	f Plaintiff and Defendant is i	irretrievably broken and ninety (90) days have
	ate of filing and service of the	
3. I consent to the	entry of a final decree of div	vorce, and have signed a Waiver of Notice of
	st Entry of Decree.	
I verify that the	statements made in this Affi	idavit are true and correct. I understand that
false statements he	rein are made subject to the	penalties of 18 Pa.C.S. § 4904 relating to
ınsworn falsificati		3
Date:	Si	ignature:
		Plaintiff

Name	Plaintiff,	: Case No
v.		:
Name	Defendant	:
	AFFIDAVI	T OF CONSENT
1. A Complaint in D	Divorce under Section 330	01(c) of the Divorce Code was filed on
Date Complaint was filed		
2. The marriage of I	Plaintiff and Defendant is	irretrievably broken and ninety (90) days have
elapsed from the date	e of filing and service of	the Complaint.
3. I consent to the en	ntry of a final decree of d	livorce, and have signed a Waiver of Notice of
Intention to Request		
and to recquest	Entry of Decree.	
I verify that the st	atements made in this At	ffidavit are true and correct. I understand that
false statements here	in are made subject to the	e penalties of 18 Pa.C.S. § 4904 relating to
unsworn falsification	to authorities.	
Date:		Signatura
		Signature:

Name	Plaintiff,	: Case No
v.		:
Name	Defendant'	
v	ENTRY OF A DIVO	FINTENTION TO REQUEST RCE DECREE UNDER THE DIVORCE CODE
1. I consent to the e	entry of a final decree of div	
	I may lose rights concerning	ng alimony, division of property, lawyer's fees orce is granted.
		a divorce decree is entered by the Court and nediately after it is filed with the Prothonotary.
	e made subject to the penalt	lavit are true and correct. I understand that false ies of 18 Pa.C.S. § 4904 relating to unsworn
Date:	Sig	gnature:Plaintiff

Name v.	Plaintiff	: Case No
٧.		:
Name	Defendant	:
	ENTRY OF A DIVO	FINTENTION TO REQUEST PRCE DECREE UNDER FTHE DIVORCE CODE
1. I consent to the	entry of a final decree of div	orce without notice.
	at I may lose rights concerning not claim them before a dive	ng alimony, division of property, lawyer's fees orce is granted.
		a divorce decree is entered by the Court and nediately after it is filed with the Prothonotary.
		davit are true and correct. I understand that falsties of 18 Pa.C.S. § 4904 relating to unsworn
falsification to auth		
Date:	Sig	gnature:
		Defendant

Name	Plaintiff : Case No
	v. :
Name	Defendant' :
	PRAECIPE TO TRANSMIT RECORD
To the Prot	honotary:
Tran divorce dec	nsmit the record, together with the following information, to the Court for entry of a cree:
Divorce	
2. Date and	d manner of service of the Complaint:
3. Complet	te <u>either</u> 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:

4.	Related c	laims pending: (None)
5.	Complete	e either paragraph (a) or (b).
	(a)	Date and manner of service of the Notice of Intention to file Praecipe, 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
Dat	ed:	Signature:() Plaintiff
		() Defendant

Name	Plaintiff : Case No.
	v. :
Name	Defendant :
	NOTICE
Counter-A	you wish to deny any of the statements set forth in this Affidavit, you must file ffidavit within twenty (20) days after this Affidavit has been served on you, or the 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 hav
continued 1	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 t	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 ve	rify that the statements made in this Affidavit are true and correct. I understand that
	nents herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn
	to authorities.
Date:	
	Plaintiff/Defendant

Defei ER-AFFIDAVIT U		:				
ER-AFFIDAVIT U		:				
	NDER SECTI					
		ION 330	01(d) OF 7	THE DIVO	RCE CODE	
I do not oppose	the entry of a	divorc	e decree.			
I oppose the entr	ry of a divorce	e decre	e because	(Check:	(i), (ii), (iii) or a	all):
Decemb	er 5, 2016, an	eriod: t	wo years	for parties	that senarated	prior to
_(ii) The mar	riage is not ir	retrieva	ably broke	en.		
_(iii) There ar	e economic c	laims p	ending.			
e):						
lose rights conce	rning alimony	y, divis	ion of pro	perty, law	understand that yer's fees or ex	I may penses i
I wish to claim e lawyer's fees or	conomic relie expenses or o	of which	n may inc portant ri	lude alimo ghts.	ony, division of	property
HER PARTY, IF TO THE REPARTY OF THE	THE PROT I FAIL TO D EQUEST DI THER NOT	HONC OO SO VORC ICE TO	DTARY I BEFORI	N WRITI E THE DA	NG AND SER	VE TH ON
Economic claims	have been ra	ised an	d are not	resolved.		
ents made in this co made subject to the	ounter-affidav penalties of 1	vit are t	rue and co .S. § 4904	orrect. I un relating to	nderstand that fa o unsworn falsi	lse fication
	required Decemb	The parties to this act required separation p December 5, 2016, at December 5, 2016. (ii) The marriage is not in (iii) There are economic conditions rights concerning alimon I do not claim them before a discovery of the conomic relies awayer's fees or expenses or continuous of the conomic relies awayer's fees or expenses or continuous of the conomic relies awayer's fees or expenses or continuous of the conomic relies awayer's fees or expenses or continuous of the conomic relies awayer's fees or expenses or continuous fees or expenses or continuous fees or expenses or continuous fees of the conomic claims have been rather than the conomic claim	required separation period: t December 5, 2016, and one y December 5, 2016. (ii) The marriage is not irretrieve (iii) There are economic claims p (iv): I do not wish to make any claims for lose rights concerning alimony, divis I do not claim them before a divorce I wish to claim economic relief which lawyer's fees or expenses or other im HAT IN ADDITION TO CHECKING C CLAIMS WITH THE PROTHONO HER PARTY. IF I FAIL TO DO SONTENTION TO REQUEST DIVORCE OWITHOUT FURTHER NOTICE TO STATE TO THE PROTHOUT FURTHER NOTICE TO STATE TO THE PROTHOUT FURTHER NOTICE TO STATE TO THE CONOMIC CLAIMS. Economic claims have been raised and sents made in this counter-affidavit are to made subject to the penalties of 18 Pa.C.	The parties to this action have not live required separation period: two years in December 5, 2016, and one year for parties possible. (ii) The marriage is not irretrievably broked (iii) There are economic claims pending. (iii) There are economic claims pending. (iv): I do not wish to make any claims for economic lose rights concerning alimony, division of proximate I do not claim them before a divorce is granted. I wish to claim economic relief which may include lawyer's fees or expenses or other important rights and the proximate I wish to CLAIMS WITH THE PROTHONOTARY I HER PARTY. IF I FAIL TO DO SO BEFORE INTENTION TO REQUEST DIVORCE DECRES ON WITHOUT FURTHER NOTICE TO ME, AND FILE ANY ECONOMIC CLAIMS. Economic claims have been raised and are not seents made in this counter-affidavit are true and comade subject to the penalties of 18 Pa.C.S. § 4904	required separation period: two years for parties December 5, 2016, and one year for parties that December 5, 2016. (ii) The marriage is not irretrievably broken. (iii) There are economic claims pending. (iii) There are economic claims pending. (iii) Independent of the marriage is not irretrievably broken. (iii) There are economic claims pending. (iii) There are economic claims for economic relief. It lose rights concerning alimony, division of property, law I do not claim them before a divorce is granted. I wish to claim economic relief which may include alimoral lawyer's fees or expenses or other important rights. HAT IN ADDITION TO CHECKING (b) ABOVE, I MIC CLAIMS WITH THE PROTHONOTARY IN WRITH HER PARTY. IF I FAIL TO DO SO BEFORE THE DATENTION TO REQUEST DIVORCE DECREE, THE DATENTION TO REQUEST DIVORCE DECREE, THE DATENTION TO REQUEST DIVORCE TO ME, AND I SHAFILE ANY ECONOMIC CLAIMS. Economic claims have been raised and are not resolved. The pending of the pendities of 18 Pa.C.S. § 4904 relating to the pendities of 18 Pa.C.S. § 4904 relating to the pendities of 18 Pa.C.S. § 4904 relating to the pendities of 18 Pa.C.S. § 4904 relating to the pendities of 18 Pa.C.S.	required separation period: two years for parties that separated proceember 5, 2016, and one year for parties that separated proceember 5, 2016. (ii) The marriage is not irretrievably broken. (iii) There are economic claims pending. (iii) There are economic claims pending. (iii) In the marriage is not irretrievably broken. (iii) There are economic claims pending. (iv): I do not wish to make any claims for economic relief. I understand that lose rights concerning alimony, division of property, lawyer's fees or ex I do not claim them before a divorce is granted. I wish to claim economic relief which may include alimony, division of lawyer's fees or expenses or other important rights. HAT IN ADDITION TO CHECKING (b) ABOVE, I MUST ALSO FILE CLAIMS WITH THE PROTHONOTARY IN WRITING AND SER HER PARTY. IF I FAIL TO DO SO BEFORE THE DATE SET FOR INTENTION TO REQUEST DIVORCE DECREE, THE DIVORCE DIVORCE

Name	Plaintiff,	: Case No.	
v.		:	
		:	
Name	Defendant	: :	
	<u>CERTIFICA</u>	TE OF SERVICE	
The undersi	gned hereby certifies that or	n	true and some of
timestamped copies	of the foregoing Affidavit	Date of Service (Date under Section 3301)	, true and correct of mailing) (d), Form #9, and Counter-
Affidavit, Form #10), which were previously fil	ed with the Court, w	vere served by first class mai
to the following:			
	Name of	person served	
	Address of	f person served	
Date:		By:	
			Signature of Plaintiff/Defendant

Name		Plaintiff,	: : Case No.
	v.		:
Name		Defendant	:
	NO	TICE OF INTENTI	ON TO REQUEST ENTRY OF
		SECTION 3301	(d) DIVORCE DECREE
TO:			
	Name		
	Address		
	200		
You file a Cou	ou have been s inter-Affidavit	sued in an action for a to the Section 3301(divorce. You have failed to answer the Complaint or d) Affidavit.
Therefore	, on or after _	29	the other party can request the court to
enter a fin	al decree in d	ate: 20 days after date of service	e of Form #12
If	you do not file	e with the Prothonota	ry of the court an answer with your signature
ilotal izcu	or verified or	a counter-affidavit by	the above date the court can entage final decision
divorce. A this notice	counter-arm	lavit which you may	file with the Prothonotary of the court is attached to
		already filed with the	e court a written claim for economic relief, you
must do se	by the above	date of the court may	V grant the divorce and you will lose former at
ight to as	k for economi	c relief. The filing of	the form counter-affidavit alone does not protect
your econo	omic claims.		
YOU SHO	DULD TAKE	THIS PAPER TO	YOUR LAWYER AT ONCE. IF YOU DO NOT
LAVEA	LAWIERU	R CANNOT AFFOR	RD ONE. GO TO OR TELEPHONE THE
JITICE,	SELFURIH	BELOW TO FIND	OUT WHERE YOU CAN GET LEGAL HELP.
		North Penn	Legal Services
			t, Towanda, PA 18848
		(570) 265-6127	
		I	Respectfully submitted,
		_	Sign your name

Name v.	Plaintiff ,	Case No.
		:
Name	Defendant	:
COUNTER-	AFFIDAVIT UNDER SE	CTION 3301(d) OF THE DIVORCE CODE
1. Check either (a)		
(a)	I do not oppose the entry	of a divorce decree.
(b)	I oppose the entry of a di	vorce decree because (Check: (i), (ii), (iii) or all):
_		s action have not lived separate and apart for a period of
_	(ii) The marriage is r	not irretrievably broken.
	(iii) There are econon	nic claims pending.
2. Check (a), (b) or	(c):	
(a)	I do not wish to make any lose rights concerning alin I do not claim them before	claims for economic relief. I understand that I may mony, division of property, lawyer's fees or expenses if e a divorce is granted.
(b)	I wish to claim economic lawyer's fees or expenses	relief which may include alimony, division of property, or other important rights.
THEM ON THE O THE NOTICE OF MAY BE ENTERE	THER PARTY. IF I FAIL T INTENTION TO REQUES:	HECKING (b) ABOVE, I MUST ALSO FILE ALL ROTHONOTARY IN WRITING AND SERVE TO DO SO BEFORE THE DATE SET FORTH ON IT DIVORCE DECREE, THE DIVORCE DECREE NOTICE TO ME, AND I SHALL BE UNABLE CLAIMS.
(c)	Economic claims have been	en raised and are not resolved.
verify that the states statements herein are o authorities.	ments made in this counter-aft made subject to the penalties	fidavit are true and correct. I understand that false of 18 Pa.C.S. § 4904 relating to unsworn falsification
lota:		
Date:		

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.

Name v.	Plaintiff : Case No	
Name	Defendant :	
	CERTIFICATE OF SERVICE	
eopies of	he foregoing Notice of Intention to Request Entry of Divorce Decree Affidavit, Form #13, which were previously filed with the Court, well to the following:	e,
	Name of person served	
	Address of person served	
Date:	By:	

Name v.	Plaintiff ,	: Case No
Name	Defendant,	: : :
	ORDER	OF COURT
the within Petition fo	r Alimony Pendente Lite,	of, 20, upon consideration of this Court orders the matter referred to the elculate and establish an order only.
	В	Y THE COURT:
	_	

Nam	Case No.
	v. :
Nam	e Defendant :
	PETITION FOR ALIMONY PENDENTE LITE
	AND NOW, this day of, 20,
	tiff/Defendant, Petitioner, files this Petition for Alimony Pendente Lite, and respectfully sents as follows;
1.	A divorce proceeding between the Petitioner,, and the
Plaint	iff/Defendant, Respondent,, and the Your Name , was initiated on, 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	e to sustain her/himself through appropriate employment.
4.	Petitioner requests that this Court refer this matter to the Domestic Relations office for a
confer	ence regarding alimony pendente lite.
	WHEREFORE, Petitioner respectfully requests the Court to refer this matter to the
Domes	stic Relations office for a conference regarding alimony pendente lite, and to thereafter
	an award for alimony pendente lite pursuant to Section 3702 of the Pennsylvania Divorce
Code.	Divolection of the second of t
	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	
	() Plaintiff () Defendant	
Date:		

Name	Plaintiff	: Case No.	
v.		:	
		:	
Name	Defendant	:	
	CERTIFICA	ATE OF SERVICE	
The unders	igned hereby certifies that of	on this date, a true and correct copy of th	e
foregoing Petit	ion for Alimony Pendente l	Lite was served by first class mail on the	other
party as follow	s:	of the class man on the	oulei
	Nama	of Other Party	
	227	·	
	Address	s of Other Party	
D			
Date:		Ву:	
			Plaintiff Defendant

Name	Plaintiff,	: Core N-
v.	1 mintin	Case No
		:
Name	Defendant ,	
NOT	ICE OF INTENTION T	O RESUME PRIOR SURNAME
NOTICE is h	ereby given that I,	our Married Name Plaintiff or Defendant
in the above-captione	ed case, am in the process	our Married Name Plaintiff or Defendant of a divorce. The Complaint in Divorce was filed
		e the prior surname of
and give this written i	notice pursuant to the pro	visions of 54 Pa.C.S. § 704.
Date:		
		(Married Name)
		Signature using your married name
		(Prior Name)
		Signature of name being resumed

v.		: Case No
		:
Name	Defendant	:
ENTR	Y OF APPEARANCE C PURSUANT T	OF SELF-REPRESENTED PARTY O Pa.R.C.P. 1930.8
o the Prothonotary:		
ease enter my appearance as a so	elf-represented party.	
I am the ☐ Plaintiff, ☐ Defe	endant, or Other in the above	e captioned action. (select one)
This is a □ custody, □ divor	rce, \square support, \square protection f	rom abuse, or paternity case. (select one)
Select from one of the following	ing three options, a, b, or c:	paterinty case. (select one)
	have an attorney representing	me, I have decided not to hire an attorney to represent me, and I ar
b. 🗆		in many attention of the state
terminate the services	s of my attorney and proceed a	is my attorney of record and I want to a self-represented party. I will provide notice to my attorney.
c.	appearance as a self-represente	d party (sign)
and my attorney ackn	nowledges his/her withdrawal a	s my attorney of record in this case. (Attorney signature)
_		
3.1.0 mm	Eq. (1)	
address and phone number. If	this is a protection from abuse	(DEA) case and phone number that you provide need not be your hom
address and phone number. If address and phone number is e	this is a protection from abuse essential, please use an alternate	ou agree that pleadings and other legal papers may be served, and address and phone number that you provide need not be your hom (PFA) case or other case where the confidentiality of your home address and phone number where you may be served by mail and
address and phone number. If address and phone number is e contacted by telephone.	this is a protection from abuse essential, please use an alternate	(DEA) case and phone number that you provide need not be your hom
address and phone number. If address and phone number is e contacted by telephone. Papers may be served at the ad	this is a protection from abuse essential, please use an alternate	PFA) case or other case where the confidentiality of your home address and phone number where you may be served by mail and
address and phone number. If address and phone number is e contacted by telephone. Papers may be served at the ad Name of Party Street Address	this is a protection from abuse essential, please use an alternate	PFA) case or other case where the confidentiality of your home address and phone number where you may be served by mail and Home Phone Number – include area code
address and phone number. If address and phone number is e contacted by telephone. Papers may be served at the ad Name of Party Street Address City I understand that I must file this	state Zip Code State Zip Code	PFA) case or other case where the confidentiality of your home address and phone number where you may be served by mail and Home Phone Number – include area code Cell Phone Number – include area code

IN THE COURT OF COMMON PLEAS OF SUSQUEHANNA COUNTY, PENNSYLVANIA

PLAINTIFF (your full name)	CIVIL ACTION – LAW
VS.	No CP
DEFENDANT (spouse's full name)	: : IN DIVORCE
PRAECIPE TO	REINSTATE THE COMPLAINT
To the Prothonotary:	
Please reinstate the Complaint fo the Divorce Code filed in the above-capt	r Divorce Under Section 3301(c) or 3301(d) of ioned matter.
	Respectfully submitted,
Date:	
	Plaintiff's Signature