

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 want to obtain the services of an attorney but do not know whom to contact, you may call the Lawyer Referral service at (717) 393-0737.

Revised 04/01/2019

DIVORCE PACKET

- I. INTRODUCTION**
- II. DEFINITIONS**
- III. FREQUENTLY ASKED QUESTIONS**
- IV. PROCEDURES**
- V. FORMS**
- VI. RULES**

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 a recent change to 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.A. §3304 and 23 Pa.C.S.A. §3305.

"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.

“Defendant” The person being sued.

“Divorce” Divorced from the bonds of matrimony.

"Divorce Master"

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.

"Fault divorce"

A divorce filed under 23 Pa.C.S.A. §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.A. §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.

“Pro se” For one's own behalf or appearing for oneself.

“Plaintiff” The person filing the case.

“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.

“Separate and apart”

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

“Spousal support”

Care, maintenance and financial assistance.

“Uncontested Divorce”

A divorce where the parties agree, and is filed under 23 Pa.C.S.A. §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 \$226.25 must be paid at the beginning of the case when filing the Complaint.
- **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

- 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 Divorce Complaint must be served upon the other party within thirty (30) days. Refer to Pa. R.C.P. No. 1930.4(e). Otherwise, the Complaint must be reinstated and re-served in accordance with Pa. R.C.P. 1930.4(g).

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 Request Entry of Divorce Decree (form 5a and b) in accordance with Pa. R.C.P. 1920.42(b)(1). The Waiver of Notice and Affidavit of Consent, in accordance with Pa. R.C.P. 1920.42(b)(2), must be filed within thirty (30) days after that Affidavit was signed and dated. (Refer also to Pa. R.C.P. 1920.72(b)(c).)
- 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 the Record (form 6) and Praecipe 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. 1920.46. 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

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

- 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 Divorce Complaint must be served upon the other party within thirty (30) days. Refer to Pa. R.C.P. No. 1930.4(e). Otherwise, the Complaint must be reinstated and re-served in accordance with Pa. R.C.P. 1930.4(g).

FINALIZATION

- Pursuant to Pa. R.C.P. 1920.42(a)(2), and after one (1) year¹ following separation of the parties has passed, either party may sign an Affidavit under §3301(d) of the Divorce Code (form 11), file an original and two copies with the Prothonotary's Office, and serve a copy upon the other spouse. Service of the Affidavit may be made by first class mail. After service has been made, the original Certificate of Service (form 11a) must be filed in the Prothonotary's Office.
- Pursuant to Pa. R.C.P. 1920.42(d)(1), and twenty (20) days after the Affidavit under §3301(d) of the Divorce Code referred to immediately above has been filed with the Prothonotary's office and served upon the other spouse, a Notice of Intention to Request Entry of Divorce Decree (form 12) and copy of *proposed* Praecipe to Transmit the Record (form 6) is filed with the Prothonotary's Office and served upon the other spouse and any attorney of record along with a Certificate of Service (form 11a) listing all persons you have so served. Service of this Notice may be made by first class mail.
- Pursuant to Pa. R.C.P. 1920.46 and 1920.73, and 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 of service (form 7), four (4) copies of the proposed Divorce Decree (form 9), and accompanying state statistical form (form 10). 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*

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

V. 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
3(b).	ACCEPTANCE OF SERVICE BY DEFENDANT
3(c).	AFFIDAVIT OF SERVICE BY CERTIFIED MAIL
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 REQUEST ENTRY OF DIVORCE DECREE UNDER §3301(C) OF THE DIVORCE CODE FOR PLAINTIFF'S SIGNATURE
5(b).	WAIVER OF NOTICE OF INTENTION TO REQUEST ENTRY OF DIVORCE DECREE UNDER §3301(C) OF THE DIVORCE CODE 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.	AFFIDAVIT UNDER §3301(D) OF THE DIVORCE CODE
11(a).	CERTIFICATE OF SERVICE OF AFFIDAVIT UNDER §3301(D) OF THE DIVORCE CODE.
12.	NOTICE OF INTENTION TO REQUEST ENTRY OF DIVORCE DECREE UNDER §3301(D) OF THE DIVORCE CODE

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

VI. 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.

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:

AO PC (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 on this date, I hereby accept service of the Complaint in Divorce and Notice to Defend and Claim Rights with Notice of Availability of Counseling.

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: _____

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 PLACE 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)	3.05
Total Postage & Fees	\$ 11.58
Postmark Here	12/31/14
Sent To: Jane Doe	
Street, Apt. No., or PO Box No. 211 E. Main St.	
City, State, ZIP+4 Transylvania, Pa 10064	

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"/> Signature <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 10064</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™</p> <p><input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 6472 2052</p>	
PS Form 3811, July 2013	Domestic Return Receipt

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

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

AFFIDAVIT OF CONSENT

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

_____.

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety 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 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. CI-
	:	
_____	:	
Defendant	:	

AFFIDAVIT OF CONSENT

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

_____.

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety 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 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. CI-
	:	
_____	:	
Defendant	:	

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

1. I consent to the entry of a final decree of divorce without notice.
2. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.
3. I understand that I will not be divorced until a Divorce Decree is entered by the Court and that a copy of the Decree will be sent to me immediately after it is filed with the Prothonotary.

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

Dated: _____
_____ Plaintiff

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

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

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

1. I consent to the entry of a final decree of divorce without notice.
2. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.
3. I understand that I will not be divorced until a Divorce Decree is entered by the Court and that a copy of the Decree will be sent to me immediately after it is filed with the Prothonotary.

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

Dated: _____
_____ Defendant

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

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

PRAECIPE TO TRANSMIT RECORD

To The Prothonotary:

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

1. Ground for divorce: ir retrievable breakdown under §3301(c)**OR** §3301(d) of the divorce code.

2. Date and manner of service of the complaint: _____.

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

 - (b)(1) Date of execution of the Affidavit required by §3301(d) of the Divorce Code:
 _____;
 - (2) Date of service of the Affidavit upon the opposing party: _____.

4. Related claims pending: None.

5. Complete either (a) or (b).
 - (a) Date and manner of service of the notice of intention to file praecipe to transmit record, a copy of which is attached. _____.

 - (b) Date Plaintiff's Waiver of Notice in §3301(c) Divorce was filed with the Prothonotary:

 Date Defendant's Waiver of Notice in §3301(c) Divorce was filed with the Prothonotary:
 _____.

() Plaintiff
() Defendant

Plaintiff

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

No. CI-_____

vs.

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

Defendant

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 o f 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.

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)

KATHERINE WOOD-JACOBS
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:

Plaintiff's Name:

Defendant's Name:

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

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

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

NOTICE

If you wish to deny any of the statements set forth 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 DOMESTIC RELATIONS 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 or expenses if I do not claim them before a divorce is granted.

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

_____ Date

_____ Plaintiff/Defendant

¹ Insert your date of separation.

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, a true and correct copy of the foregoing Affidavit under §3301(D) of the Domestic Relations Code was served by first class mail to the following:

By:

Date: _____

Plaintiff/Defendant

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-
:
:
:

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

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.

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

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

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE, 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.	:	No. CI-
	:	
_____	:	
Defendant	:	

COUNTER-AFFIDAVIT UNDER §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, lawyers fees or expenses if I do not claim them before a divorce is granted.
- (b) I wish to claim economic relief which may include alimony, division of property, lawyer's fees or expenses or other important rights.

I UNDERSTAND THAT IN ADDITION TO CHECKING (B) ABOVE, I MUST ALSO FILE ALL OF MY ECONOMIC CLAIMS WITH THE PROTHONOTARY IN WRITING AND SERVE THEM ON THE OTHER PARTY. IF I FAIL TO DO SO BEFORE THE DATE SET FORTH ON THE NOTICE OF INTENTION TO REQUEST

DIVORCE DECREE, THE DIVORCE DECREE MAY BE ENTERED WITHOUT FURTHER NOTICE TO ME, AND I SHALL BE UNABLE THEREAFTER TO FILE ANY ECONOMIC CLAIMS.

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

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

Defendant

PRAECIPE TO TRANSMIT RECORD

To The Prothonotary:

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

1. Ground for divorce: ir retrievable breakdown under §3301(d) of the divorce code.
2. Date and manner of service of the complaint: _____.
3. Complete either paragraph (a) or (b).
(a) Date of execution of the Affidavit of Consent required by §3301(c) of the Divorce Code:

by Plaintiff _____ n/a

by Defendant _____ n/a

- (b)(1) Date of execution of the Affidavit required by §3301(d) of the Divorce Code: _____;
- (2) Date of service of the Affidavit upon the opposing party: _____.

4. Related claims pending: None.

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

(a) Date and manner of service of the notice of intention to file praecipe to transmit record, a copy of which is attached. _____

(b) Date Plaintiff's Waiver of Notice in §3301(c) Divorce was filed with the Prothonotary: _____ n/a

Date Defendant's Waiver of Notice in §3301(c) Divorce was filed with the Prothonotary: _____ n/a

() Plaintiff
() Defendant

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

Plaintiff
vs.

Defendant

:
:
:
: No. CI-
:
:
:

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on this date, a true and correct copy of the foregoing Notice of Intention to Request Entry of Divorce Decree under §3301(d) of the Divorce Code and CounterAffidavit was served by first class mail to the following:

By: _____
Plaintiff/Defendant

Date: _____