

Step-by-Step Directions for Filling Out Form 27 (Affidavit of Service)

- Fill in the caption as in Form 23 (page 77).
- In the body of document, type or print in the appropriate blank lines:
 1. Name of person who served the documents on your spouse (*see (a) in Sample Form 27*).
 2. Your name (name of person filing for divorce) (*see (b) in Sample Form 27*).
 3. Date the documents were given to your spouse (*see (c) in Sample Form 27*).
 4. Time of day that the documents were given to your spouse (*see (d) in Sample Form 27*).
 5. Name of your spouse (the Defendant) (*see (e) in Sample Form 27*).
 6. Where your spouse was (the address) when the documents were given to him/her (*see (f) in Sample Form 27*).
 7. Type the name of the person who served the documents below the signature line (*see (h) in Sample Form 27*).
- The person who served your spouse must take this Affidavit to a person who is a Notary Public and **sign it in the presence of the Notary** (*see (g) in Sample Form 27*). The Notary must then notarize it (sign and put a seal on the document) (*see (i) in Sample Form 27*). Then, the server must give you the document so that you can file it.

TIP: Make sure the server does not *sign* the Affidavit until he or she is in the presence of the Notary Public. The server should have the form filled out ahead of time but not yet signed.

TIP: This is the form to use when you have been separated for two years and so have filed an Affidavit under Section 3301(d), the two-year separation divorce. (Form 20).

Sample Form 27 (Affidavit of Service)

JANE SMITH DOE
Pro Se
111 Any Street
Philadelphia, PA 1910X

Attorney for Plaintiff

JANE SMITH DOE,
Plaintiff

: COURT OF COMMON PLEAS
PHILADELPHIA COUNTY
FAMILY DIVISION

vs.

: January TERM, 2006

JOHN DOE,
Defendant

: NO. 123X

AFFIDAVIT OF SERVICE

COMMONWEALTH OF PENNSYLVANIA:

ss.

COUNTY OF PHILADELPHIA :

(a) MARY SMITH, being duly sworn according to law, deposes and says that, at the request of **(b)** JANE SMITH DOE, pro se plaintiff in the above-captioned matter, s/he did, on **(c)** February 6, 2006, at approximately **(d)** 6:00 p.m., serve on the defendant **(e)** JOHN DOE, at **(f)** 222 Some Street, Philadelphia, Pennsylvania, a true and correct copy of the Complaint in Divorce, together with a Notice of Counseling, and Plaintiff’s Affidavit under Section 3301(d).

(h) _____
MARY SMITH

Sworn to and subscribed

before me this ____ day

of _____, 20__.

(i) _____
NOTARY PUBLIC

Attorney for Plaintiff

Plaintiff,

vs.

Defendant.

: COURT OF COMMON PLEAS
: PHILADELPHIA COUNTY
: FAMILY DIVISION
:
: TERM, 20
: NO.

AFFIDAVIT OF SERVICE

COMMONWEALTH OF PENNSYLVANIA:

ss.

COUNTY OF PHILADELPHIA :

_____, being duly sworn according to law, deposes and says that, at the request of _____, pro se plaintiff in the above-captioned matter, s/he did, on _____, at approximately _____, serve on the defendant _____, at _____, Philadelphia, Pennsylvania, a true and correct copy of the Complaint in Divorce, together with a Notice of Counseling, and Plaintiff's Affidavit under Section 3301(d).

Sworn to and subscribed

before me this ___ day

of _____, 20__.

NOTARY PUBLIC