

HOW TO FILL IN THE CERTIFICATE OF SERVICE

HEADING (CAPTION):

Fill in the names of the plaintiff and defendant in the heading of the Certificate of Service exactly as they appear on the Complaint.

Plaintiff- the person who has filed the Complaint

Defendant- the person against whom the Complaint was
filed

The docket number can be found in the caption of your Complaint. Place this number exactly as it appears in the Complaint.

1. Check any box that applies indicating how service was made. Note that service must be of all of the documents you filed, including any proposed orders.
2. Indicate the address of where service was made.
3. Fill in the date in which you served or will serve the other party.
4. Sign the Certificate of Service.
5. Anything that you file must have a Certificate of Service attached to it or it will be rejected by the Court.

**IN THE COURT OF COMMON PLEAS
OF PIKE COUNTY, PENNSYLVANIA
CIVIL**

_____,
Plaintiff, :
: :
: No. _____ - _____ Civil
_____,
Defendant, :
: :
: :

CERTIFICATE OF SERVICE

I certify that a true and correct copy of the foregoing _____ was served upon the Respondent in the above case by the means indicated below:

Check all that apply:

First class mail, postage prepaid, and certified mail, return receipt requested at the following address:

In person at the following address:

The person who made the service was:

Name: _____

Address: _____

Signature of person who made service: _____

I hereby certify that this service was made on the _____ day of _____, 20____.

Petitioner