

**AFFIDAVIT OF SERVICE
BY**

SERVICE BY MAIL

FORM 4B

(Instructions)

Affidavit of Service by Mail Instructions

Use these instructions to guide you through filling out the blank form for Service by Mail FORM 4B.

_____ Write in your name on the Plaintiff's line in the caption.

_____ Write the opposing party's name of the Defendant's line in the caption.

_____ Write the case number that was assigned to you from the Prothonotary's Office on the No. line. This will be the reference number for this case throughout the proceedings.

_____ 1. Print your name and print the date you mailed the complaint of custody to the defendant. You must mail by Certified Mail, Return Receipt Requested, Restricted Delivery (only the party can sign) and regular 1st class mail.

_____ 2. Write in the date that you received the signed green card from the United States Post Office, verifying that the defendant signed for the documents.

_____ At the bottom, write today's date and sign your name on the attached affidavit verifying all the information is true to the best of your ability.

_____ File this Affidavit with the Prothonotary's Office with the green card from the United States Post Office attached and deliver a copy of Affidavit of Service and copy of green card to Child Custody Services.

The returned green card must be filed with this Affidavit. It is recommended that you tape the green card, with the date and signature side up, to a second sheet of paper and staple it to this form when you file it with the Prothonotary's Office. Deliver a copy to Child Custody Services.