

AFFIDAVIT OF SERVICE BY
PERSONAL SERVICE

FORM 4A

MUST ALSO PREPARE

FORM 4A PART 2

Affidavit of Service by Personal Service Instructions

These instructions correspond with lines on the attached form. Use this checklist to guide you through filling out the blank form.

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

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

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

_____ PRINT so that everyone can read, the name of the adult that is serving a copy of the Complaint for Custody on the defendant. The adult should be a third party and not yourself.

_____ The adult who is serving the required documents on the defendant(s) is required to get each defendant to sign and date the "Affidavit of Acceptance of Service" verifying they have completed personal service. FORM 4A Part 2

_____ After the third party serves each defendant with the all required documents, he/she will write the date he/she served each defendant on the line indicated and they must sign that they did serve the complaint for custody by personal service. FORM 4A

If the defendant refuses to sign, the adult shall document that on the bottom of FORM 4A. This may require the adult to testify under oath that service was performed.

The third party will need to make sure all signed originals are returned to you for filing.

_____ It is **MANDATORY** to file the original Affidavit of Service with the Prothonotary and a copy with Child Custody Services as soon as possible or a mediation conference or court action will not take place until you can validate service.

Remember: For service to be valid you must leave a complete copy of the Affidavit of Service by Personal Service with the person who is being served for their records.