

IN THE COURT OF COMMON PLEAS OF \_\_\_\_\_ COUNTY, PENNSYLVANIA  
CIVIL ACTION

\_\_\_\_\_  
Plaintiff  
vs  
\_\_\_\_\_  
Defendant

) NO. \_\_\_\_\_  
)  
) CUSTODY  
)  
)

**CUSTODY COMPLAINT AND RELATED DOCUMENTS –  
AFFIDAVIT OF SERVICE BY CERTIFIED MAIL  
Pursuant to Pa. R.C.P. 1930.4**

On \_\_\_\_\_, (date documents mailed), I \_\_\_\_\_, Plaintiff in the within action, mailed filed copies of the Complaint for Custody, scheduling Order of Court, Plaintiff's completed Criminal Record/Abuse History Verification and a blank Criminal Record/Abuse Verification form for Defendant to complete and file, to the Defendant by United States Postal Service (USPS) Certified Mail, Return Receipt Requested, Deliver to Addressee Only; and by first-class regular mail to Defendant's last known address.

**Complete A, B, or C:**

A. On \_\_\_\_\_, (date of defendant's signature on the USPS return receipt), Defendant received the aforesaid documents. The USPS return receipt bearing the Defendant's purported signature and the address of service is attached hereto<sup>1</sup> and made a part of this Affidavit.

**OR**

B. On \_\_\_\_\_, (date of delivery as indicated on the USPS return receipt), Defendant received the aforesaid documents. The USPS return receipt card bearing the Defendant's first initial and last name and which acknowledges delivery of the certified mail consistent with USPS policy, or an electronic return receipt bearing the same information and the address of service is attached hereto<sup>1</sup> and made a part of this Affidavit and the first-class regular mail was not returned within fifteen (15) days of mailing.

**OR**

C. On \_\_\_\_\_, (date Plaintiff received USPS response as follows), USPS returned the certified mail I sent to Defendant including the aforesaid documents indicating the Defendant refused delivery, but the first-class regular mail was not returned within fifteen (15) days of mailing. The returned envelope is attached hereto<sup>1</sup> and made a part of this Affidavit.

I verify that the statements in this document are true and correct to the best of my knowledge, information, and belief. 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's Signature: \_\_\_\_\_

<sup>1</sup> This Affidavit is incomplete unless you attach the USPS return receipt or the returned envelope, if applicable.