



SUPPLEMENT FOR DIVORCES UNDER § 3301 (c)(2)

Instructions and Sample Forms

***NOTE: ONLY USE THIS SUPPLEMENT IF
YOU ARE FILING UNDER § 3301(c)(2) AND
ARE DIRECTED HERE BY THE PRIMARY
SELF-HELP DIVORCE CLINIC
INSTRUCTIONS AND FORMS PACKET.**

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JANE A. DOE _____, : IN THE COURT OF COMMON PLEAS
Plaintiff :
v. : OF ERIE COUNTY, PENNSYLVANIA
: :
JOHN B. DOE _____, : NO. [Fill in when assigned] - 20__
Defendant :

COMPLAINT UNDER §3301(c)(2)
OF THE DIVORCE CODE

1. Plaintiff is Jane A. Doe _____, who currently resides at
100 Paradise Drive _____, Erie _____, Erie County, Pennsylvania 16501 _____,
since April 2006 _____.

2. Defendant is John B. Doe _____, who currently resides at
200 Sunside Drive _____, Erie _____, Erie County, Pennsylvania 16501 _____,
since April 2008 _____.

3. Plaintiff has been a bona fide resident in the Commonwealth of Pennsylvania for
at least six months immediately previous to the filing of this Complaint.

4. The Plaintiff and Defendant were married on July 17 _____, 2004 , at
Erie _____, Erie _____ County, Pennsylvania _____.

5. There have been no prior actions of divorce or for annulment between the parties
except: None _____.

6. The marriage is irretrievably broken.

7. Defendant has been convicted of committing a personal injury crime against
Plaintiff.

8. Plaintiff requests the Court to enter a decree of divorce.

I verify that the statements made in this Complaint are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. Cons. Stat. § 4904, relating to unsworn falsification to authorities.

(Signature)
Plaintiff

Date: [Date]

SAMPLE

JANE A. DOE , : IN THE COURT OF COMMON PLEAS
 Plaintiff :
 v. : OF ERIE COUNTY, PENNSYLVANIA
 :
JOHN B. DOE , : NO. [Fill in when assigned] - 20
 Defendant :

TO: John B. Doe
200 Sunside Drive
Erie, PA 16501

NOTICE TO DEFEND AND CLAIM RIGHTS

YOU HAVE BEEN SUED IN COURT. IF YOU WISH TO DEFEND AGAINST THE CLAIM SET FORTH IN THE FOLLOWING PAGES, YOU MUST TAKE PROMPT ACTION. YOU ARE WARNED THAT IF YOU FAIL TO DO SO, THE CASE MAY PROCEED WITHOUT YOU AND A DECREE OF DIVORCE OR ANNULMENT MAY BE ENTERED AGAINST YOU BY THE COURT. A JUDGMENT MAY ALSO BE ENTERED AGAINST YOU FOR ANY OTHER CLAIM OR RELIEF REQUESTED IN THESE PAPERS BY THE PLAINTIFF. YOU MAY LOSE MONEY OR PROPERTY OR OTHER RIGHTS IMPORTANT TO YOU.

WHEN THE GROUND FOR THE DIVORCE IS INDIGNITIES OR IRRETRIEVABLE BREAKDOWN OF THE MARRIAGE, YOU MAY REQUEST MARRIAGE COUNSELING. HOWEVER, THE COURT CANNOT REQUIRE COUNSELING OVER THE OBJECTION OF A PARTY THAT HAS A PROTECTION FROM ABUSE ORDER, OR WHERE THAT PARTY WAS THE VICTIM OF PERSONAL INJURY CRIME FOR WHICH THE OTHER PARTY WAS CONVICTED OR HAS ENTERED INTO AN ACCELERATED REHABILITATIVE DISPOSITION PROGRAM. A LIST OF MARRIAGE COUNSELORS IS AVAILABLE IN THE OFFICE OF THE PROTHONOTARY, ROOM NO. 6, FIRST FLOOR, ERIE COUNTY COURTHOUSE, ERIE, PENNSYLVANIA.

IF YOU DO NOT FILE A CLAIM FOR ALIMONY, DIVISION OF PROPERTY, LAWYERS FEES OR EXPENSES BEFORE A DIVORCE OR ANNULMENT IS GRANTED, YOU MAY LOSE THE RIGHT TO CLAIM ANY OF THEM.

YOU ARE ALSO REQUIRED TO ATTEND A SEMINAR ENTITLED "CHILDREN COPE WITH DIVORCE", SEE ATTACHED INSTRUCTIONS. FAILURE TO REGISTER AND COMPLETE THE PROGRAM WILL BE BROUGHT TO THE ATTENTION OF THE COURT AND MAY RESULT IN A FINDING OF CONTEMPT AND THE IMPOSITION OF SANCTIONS.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP.

LAWYERS REFERRAL SERVICE, 302 WEST NINTH STREET, ERIE, PA 16502- (814) 459-4411

AMERICANS WITH DISABILITIES ACT OF 1990 - The Court of Common Pleas of Erie County is required by law to comply with the Americans with Disabilities Act of 1990. For information about accessible facilities and reasonable accommodations available to disabled individuals having business before the court, please contact the Court's ADA Coordinator at Erie County Court of Common Pleas, 140 W. 6th Street, Rm 205, Erie, PA 16501-1030, Phone-(814) 451-6308, TDD-(814) 451-6237, E-mail: courtadacoordinator@eriecountygov.org. Requests should be made as soon as possible or at least three business days prior to any hearing or business before the court.

Jane A. Doe , Plaintiff
100 Paradise Drive
Erie, PA 16501

NOTICE

Whenever indignities, irretrievable breakdown with mutual consent or irretrievable breakdown of the marriage after a one-year separation are the ground(s) for the divorce under Section 3301 (a), (b), (c) or (d) of the Divorce Code, counseling may be available to the parties upon request. However, the Court may not order counseling over the objection of a party that has an enforceable protection against abuse order against the other party, or where the objecting party was the victim of a personal injury crime for which the other party was convicted or has entered into an Accelerated Rehabilitative Disposition program.

Upon request, the Court will provide parties to this action with a list of qualified professionals who provide such counseling services. Should the Court require counseling sessions, the choice of a qualified professional shall be at the option of the parties and such professional need not be selected from the list provided by the Court.

Should you desire a list of qualified professionals who provide counseling services, contact your attorney or the Office of Domestic Relations, 155 W. 8th Street, Erie, Pennsylvania, 16501, (814) 451-6151.

If Your Spouse Will Not Sign an Affidavit of Consent & Waiver of Notice

If you have filed a divorce under §3301(c)(2) and you have waited the necessary 90 days from serving the complaint, it is now time to complete, sign, and submit the rest of the paperwork. If your spouse is in agreement with the divorce, there is an Affidavit of Consent and Waiver of Notice that s/he must sign (explained on page 30 of the main packet). If your spouse will sign the forms, you can continue the process regularly as explained from page 30 on in the main packet.

But if your spouse refuses to sign the Affidavit of Consent and Waiver of Notice, you will need to serve your spouse with a **Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree** and a **Counter-Affidavit Under §3301(c)(2) of the Divorce Code**. You will also need to file your (Plaintiff's) **Affidavit of Consent and Waiver of Notice**. When filing under §3301(c)(2), the wording will be slightly different and requires the use of different forms which can be found in the blank forms section at the end of this Supplement.

A. Filling out the Plaintiff's Affidavit of Consent & Waiver of Notice

1. Complete the captions at the top of both forms. Do not forget the docket number.
2. On the Affidavit of Consent, on the blank line in paragraph 1, print or type the date on which you filed the Divorce Complaint. Remember, this is the date that the Prothonotary stamped on your copy of the Complaint.
3. Date and sign the bottom of both the Affidavit of Consent and the Waiver of Notice using your full, legal name, including middle initial.
4. **The Affidavit of Consent and Waiver of Notice must be filed with the Prothonotary within 30 days after they are signed and dated.** Samples of these two forms can be found on pages 11-12 in this Supplement.

B. Filling out the Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree

1. Complete the caption at the top of the form. Do not forget the docket number.
2. On the first blank line where it says "TO:", neatly print or type in your spouse's full name.
3. On the second blank line in the first paragraph, you will need to calculate a date that is at least 20 days after the date you will serve the notice to your spouse. You can serve your spouse these documents in one of the same three ways you could have served the Complaint (see page 22 of the main packet "Choosing a Method of Service.") For service by Sheriff or any other adult, the date of service is the date that person serves your spouse with the paperwork. For Service by Mail, the date of service is the date the green return receipt was signed by your spouse (or the date of the Certificate of Mailing if the card is refused but the regular mail does not come back within 15 days).

For Personal Service, the date of service is the date you hand delivered the notice to your spouse, but if your spouse has already refused to sign the Affidavit of Consent and Waiver, chances are they will not date and sign the Acceptance of Service which you would need to file at the Prothonotary's office as proof of personal service. Decide in advance which method of service you will use and on which day the service will be and then calculate a date that is at least 20 days after the date of service. You can make it more than 20 days after if necessary.

4. Date and sign your name at the bottom of this form where indicated. A sample of this form can be found on page 13 of this Supplement.

C. Filling out the Counter-Affidavit Under §3301(c)(2) of the Divorce Code

1. Complete the caption at the top of the form. Do not forget the docket number.
2. There is nothing else to fill in on this form; the date and signature area is for your spouse to sign if they wish to file the Counter-Affidavit. A sample of this form can be found on page 14 of this Supplement.

D. Making Copies, Serving and Filing

Total number of copies of each document you will need to make after completing forms:

***Affidavit of Consent** (under §3301(c)(2) - Plaintiff) (1 Copy, 2 Total)

***Waiver of Notice of Intention to Request Entry of a Divorce Decree Under §3301(c)(2) of the Divorce Code** (1 Copy; 2 Total)

***Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree** (2 Copies, 3 Total) or (3 Copies, 4 Total if serving by Mail)

***Counter-Affidavit Under §3301(c)(2) of the Divorce Code** (2 Copies, 3 Total) or (3 Copies, 4 Total if serving by Mail)

1. Take all your completed originals and copies to the Prothonotary's Office. Make sure they date stamp all your copies as well as the originals. You will file the original copies of the **Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree** and the **Counter-Affidavit Under §3301(c)(2) of the Divorce Code**, along with your **Affidavit of Consent** and **Waiver**. The copies are for you to serve and keep.
2. For *Service by Sheriff* or Another Adult and *Personal Service*: One set of copies of the **Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree** and the **Counter-Affidavit Under §3301(c)(2) of the Divorce Code** is to give to the Sheriff or adult who will be serving them to your spouse (or to hand-deliver yourself to your spouse for Personal Service) and the other set of copies is for you.
3. For *Service by Mail*: One set of copies of the **Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree** and the **Counter-Affidavit Under §3301(c)(2) of the Divorce Code** should be mailed to your spouse by regular first-class mail and obtain a Certificate of Mailing for it, another set of copies should be mailed to your spouse via Certified Mail, Return Receipt Requested, Restricted Delivery, and the last set of copies is for you. Save all mailing receipts, Certificate of Mailing, and the signed green Return Receipt when/if it comes back to provide proof of service by mail.

4. The extra set of copies of the **Affidavit of Consent** and **Waiver** is for YOU to keep for your own records. Your spouse does not need a copy of those.

E. Submitting Final Paperwork after the 20-day Period

The soonest you can ask the Judge to grant the divorce is the date you calculated and entered on the **Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree**. During those 20 days, your spouse can file the Counter-Affidavit if s/he wishes to claim any economic relief. They would have to file the form with the Prothonotary and serve you with a copy by the date you entered on your Notice. When that date arrives, if you have not been served with a Counter-Affidavit, check with the Prothonotary's office to see if they have received one. The reason for this is just in case your spouse filed one on the very last day and decides to serve you by mail; you may not actually receive it until a few days after. If a Counter-Affidavit has been filed, you will need to ask the Court for a hearing to resolve whatever issues your spouse has. Please contact our office for additional help if this happens, (814) 452-6949 x100.

If your spouse has not filed anything with the Prothonotary's office by the deadline, you are free to finish the process and ask the Court to grant the divorce. ☺

1. **Praecepte to Transmit and Proof of Service:** If you are filing a divorce under §3301(c)(2) and your spouse refuses to sign the Affidavit of Consent and Waiver, you will need to use a different Praecepte to Transmit and provide proof of service that you sent your spouse the required Notice and Counter-Affidavit. The Praecepte to Transmit blank form you need is located in the blank forms at the end of this Supplement. A sample of this form can be found on page 19 of this Supplement.
 - a. Again, make sure you complete the caption. Do not forget the docket number.
 - b. For number 2, you should fill in when and how you served the divorce Complaint. For example: If you served the Complaint by mail, print or type "Service by Certified Mail, Restricted Delivery, Return Receipt Requested on [date your spouse signed the green card]." This is the same date that you would have also put on the Affidavit of Service by Mail.
 - c. If the Complaint was served personally through someone else, print or type, "Personal service by [name of the person who served Complaint] at [location where Complaint was served] on [date Complaint was served]." Again, this would be the same information you would have put on the Affidavit of Service.
 - d. For number 3, print or type the date you signed the Affidavit of Consent.
 - e. For number 4, print or type the word "None."
 - f. For number 5, print or type the date that you filed your Waiver of Notice at the Prothonotary's office.

- g. For number 6, print or type when and how you served the **Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree and the Counter-Affidavit Under §3301(c)(2) of the Divorce Code**. The format is the same as your response to number 2. Please refer to the sample forms that follow in this Supplement on pages 11-19.
- h. Sign your full name on the top line at the bottom of the form and print or type your full name on the line beneath it next to “Plaintiff.”
2. Depending on how you served your spouse, you will need to attach (staple) your **proof of service** to the Praecepte to Transmit.
- a. For Service by Sheriff (or Another Adult), you will need to have the Sheriff’s office, or the person whom you have asked to serve the papers, fill out the Affidavit of Service form found in the blank forms section at the end of this Supplement. They will then need to sign it in front of a notary. When you receive the form back, staple it to the Praecepte to Transmit. The sample form can be found on page 15.
- b. For Service by Mail, you will need to fill out the Affidavit of Service by Mail form in the blank forms section at the end of this Supplement. Be sure to check the correct box. If you received the green return receipt back signed, check the first box on the form, then staple the Return Receipt and the Certified Mail Receipt you received when you mailed it to the piece of paper marked Exhibit “B.” If it comes back refused, but the copy you sent by regular mail with the Certificate of Mailing does not come back within 15 days, check the second box on the form, then staple the Certificate of Mailing and the Certified Mail Receipt to the piece of paper marked Exhibit “B”. The Affidavit of Service by Mail form must also be signed in front of a notary. Then staple the Praecepte to Transmit, the Affidavit of Service by Mail, and the Exhibit “B” page with the receipts together. The sample form can be found on page 16-17.
- c. For Personal Service, if you are able to hand deliver the paperwork to your spouse, you must also have your spouse fill out the Acceptance of Service form, date, and sign it. This form does NOT have to be notarized. Then staple it to the Praecepte to Transmit. The sample form can be found on page 18.
3. The Rest of the Paperwork
- a. Along with the Praecepte to Transmit and the proper proof of service form attached, you will need to submit other paperwork to finalize your divorce. You can return to the main packet on page 31 beginning with the Divorce Information Sheet. Double check to make sure you have ALL the forms you need to submit and that they are correctly filled out.

JANE A. DOE, : IN THE COURT OF COMMON PLEAS
 Plaintiff :
 v. : OF ERIE COUNTY, PENNSYLVANIA
 :
JOHN B. DOE, : NO. 012345 - 2009
 Defendant :

AFFIDAVIT OF CONSENT

1. A Complaint in Divorce under §3301(c)(2) of the Divorce Code was filed on _
 [Date you filed the Complaint]_____.

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety days have elapsed from the date of filing and service of the Complaint.

3. I consent to the entry of a final decree of divorce.

4. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.

I verify that the statements made in this Affidavit are true and correct. 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: [Date]_____

 (Your Signature)
 Plaintiff

JANE A. DOE, : IN THE COURT OF COMMON PLEAS
Plaintiff :
v. : OF ERIE COUNTY, PENNSYLVANIA
: :
JOHN B. DOE, : NO. 012345 - 2009
Defendant :

**WAIVER OF NOTICE OF INTENTION TO REQUEST ENTRY OF A DIVORCE
DECREE UNDER §3301(c)(2) OF THE DIVORCE CODE**

1. I consent to the entry of a final decree of divorce without notice.
2. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses if I do not claim them before a divorce is granted.
3. I understand that I will not be divorced until a divorce decree is entered by the Court and that a copy of the decree will be sent to me immediately after it is filed with the Prothonotary.

I verify that the statements made in this Affidavit are true and correct. 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: [Date]

 (Your Signature)
Plaintiff

JANE A. DOE _____, : IN THE COURT OF COMMON PLEAS
 Plaintiff :
 v. : OF ERIE COUNTY, PENNSYLVANIA
 :
JOHN B. DOE _____, : NO. 012345 - 2009
 Defendant :

NOTICE OF INTENTION TO REQUEST ENTRY OF §3301(c)(2) DIVORCE DECREE

TO: John B. Doe _____, Defendant

You have been sued in an action for **divorce**. You have failed to sign an Affidavit of Consent to the Entry of a Divorce Decree and a Waiver of Notice of Intention to Request Entry of a §3301(c)(2) Divorce Decree. Therefore, on or after _____ (at least 20 days after date of service) _____, the other party can request the court to enter a **final decree in divorce**.

If you do not file with the Prothonotary of the Court an answer with your signature notarized or verified or a Counter-Affidavit by the above date, the Court can enter a final Decree in Divorce. A Counter-Affidavit which you may file with the Prothonotary of the Court is attached to this notice.

Unless you have already filed with the Court a written claim for economic relief, you must do so by the date in the paragraph above, or the Court may grant the **divorce** and you will lose forever the right to ask for economic relief. The filing of the form Counter-Affidavit alone does not protect your economic claims.

YOU SHOULD TAKE THIS PAPER TO YOUR LAWYER AT ONCE. IF YOU DO NOT HAVE A LAWYER, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW. THIS OFFICE CAN PROVIDE YOU WITH INFORMATION ABOUT HIRING A LAWYER. IF YOU CANNOT AFFORD TO HIRE A LAWYER, THIS OFFICE MAY BE ABLE TO PROVIDE YOU WITH INFORMATION ABOUT AGENCIES THAT MAY OFFER LEGAL SERVICES TO ELIGIBLE PERSONS AT A REDUCED FEE OR NO FEE.

Lawyer Referral & Information Service
 302 WEST NINTH STREET, ERIE, PA 16502 – (814) 459-4411

DATE: [Date] _____

 (Your Signature)
 Plaintiff

JANE A. DOE _____, : IN THE COURT OF COMMON PLEAS
Plaintiff :
v. : OF ERIE COUNTY, PENNSYLVANIA
: NO. 012345 - 2009
JOHN B. DOE _____, :
Defendant :

COUNTER-AFFIDAVIT UNDER §3301(c)(2) OF THE DIVORCE CODE

1. I wish to claim economic relief which may include alimony, division of property, lawyer’s fees or expenses, or other important rights.

2. I understand that I must file my economic claims with the Prothonotary in writing and serve them on the other party. If I fail to do so before the date set forth on the Notice of Intention to Request Divorce Decree, the divorce decree may be entered without further notice to me, and I shall be unable thereafter to file any economic claims.

3. I verify that the statements made in this Counter-Affidavit are true and correct. 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: [Date] _____

(Your Spouse’s Signature)
Defendant

<u>JANE A. DOE</u>	,	:	IN THE COURT OF COMMON PLEAS
	Plaintiff	:	
	v.	:	OF ERIE COUNTY, PENNSYLVANIA
		:	
<u>JOHN B. DOE</u>	,	:	NO. <u>012345</u> - 2009
	Defendant	:	

AFFIDAVIT OF SERVICE

COMMONWEALTH OF PENNSYLVANIA	:	
	:	SS:
COUNTY OF ERIE	:	

Bob Jones, being duly sworn according to law, deposes and says that he/she is a competent adult over 18 years of age; that he/she served a copy of the Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree and the Counter-Affidavit upon the Defendant, John B. Doe, by personally handing him/her a true and correct copy thereof and informing him/her of its contents at 200 Sunside Drive, Erie, PA 16501, on May 30, 2009, at 8 o'clock A.M.

Deponent further avers that at the time of such service, the Defendant identified himself/herself to deponent.

(Signature in front of notary)
Signature of Deponent

Sworn to and subscribed before me
this ____ day of _____, 19__.

Notary Public

JANE A. DOE, : IN THE COURT OF COMMON PLEAS
 Plaintiff :
 v. : OF ERIE COUNTY, PENNSYLVANIA
 :
JOHN B. DOE, : NO. 012345 - 2009
 Defendant :

AFFIDAVIT OF SERVICE BY MAIL PURSUANT TO PA.R.CIV.P1920.4

COMMONWEALTH OF PENNSYLVANIA :
 : SS:
 COUNTY OF ERIE :

JANE A. DOE, being duly sworn according to law, deposes and says that he/she representing himself/herself pro se: that he/she mailed a copy of the Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree and the Counter-Affidavit filed in this matter by certified mail, return receipt requested, addressee only, to the Defendant at 200 Sunside Drive, on May 30, 2009.

[Check one below]

- The return receipt signed by the Defendant is evidence of delivery to him/her and is attached hereto along with the Certified Mail receipt as Exhibit "B".
- The Defendant refused to sign the receipt. However, Defendant was also served via regular mail and said regular mail was not returned within fifteen (15) days. The Certified Mail receipt and Certificate of Mailing for regular mail is attached hereto as Exhibit "B."


Name: (Signature in front of notary)
 Address: 100 Paradise Drive
Erie, PA 16501
 Phone: (814) 444-9999

Sworn to and subscribed before me
 this ___ day of _____, 20___.

 Notary Public

EXHIBIT "B"

7377 8587 0020 0520 7000	U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
	For delivery information visit our website at www.usps.com ®	
	OFFICIAL USE	
	Certified Mail Fee \$ 3.45	Postmark Here
	Extra Services & Fees (check box, add fee as appropriate)	

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<table border="1" style="width: 100%;"> <tr> <td colspan="2"> A. Signature X <i>John B. Doe</i> </td> <td style="text-align: right;"> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee </td> </tr> <tr> <td> B. Received by (Printed Name) John B. Doe </td> <td colspan="2"> C. Date of Delivery [Date Received] </td> </tr> </table>	A. Signature X <i>John B. Doe</i>		<input type="checkbox"/> Agent <input type="checkbox"/> Addressee	B. Received by (Printed Name) John B. Doe	C. Date of Delivery [Date Received]											
A. Signature X <i>John B. Doe</i>		<input type="checkbox"/> Agent <input type="checkbox"/> Addressee															
B. Received by (Printed Name) John B. Doe	C. Date of Delivery [Date Received]																
1. Article Addressed to: <div style="text-align: center; font-size: 1.2em;"> John B. Doe 200 Sunside Drive Erie, PA 16501-0000 </div>  <p style="text-align: center; font-weight: bold;">9590 9403 0287 5155 0461 74</p>	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No																
2. Article Number (Transfer from service label) 7000 0520 0020 8587 7377	3. Service Type <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input checked="" type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input checked="" type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt																	

JANE A. DOE _____, : IN THE COURT OF COMMON PLEAS
Plaintiff :
v. : OF ERIE COUNTY, PENNSYLVANIA
: :
JOHN B. DOE _____, : NO. 012345 - 2009
Defendant :

ACCEPTANCE OF SERVICE

I, John B.Doe _____, Defendant in the above action, hereby accept service of the Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree and the Counter-Affidavit in the above-captioned action. I received a true and attested copy of the aforementioned documents on [Date received copy].

DATE: _____ (Signature of Defendant)
Defendant

JANE A. DOE , : IN THE COURT OF COMMON PLEAS
Plaintiff :
v. : OF ERIE COUNTY, PENNSYLVANIA
: :
JOHN B. DOE , : NO. 012345 - 2009
Defendant :

PRAECIPE TO TRANSMIT RECORD

To the Prothonotary:

Transmit the record, together with the following information to the Court for entry of a divorce decree:

1. Grounds for divorce: Irretrievable breakdown under §3301(c)(2) of the Divorce Code.
2. Date and Manner of service of Complaint: Service by Certified Mail on May 30, 2009, Restricted Delivery, Returned Receipt Requested, No. 7000 0020 8598 2644.
3. Date of execution of the plaintiff's Affidavit of Consent required by §3301(c)(2) of the Divorce Code: [The date you signed].
4. Relating claims pending: None.
5. Date plaintiff's Waiver of Notice in §3301(c)(2) Divorce was filed with the Prothonotary: [The date you filed].
6. Date and Manner of service of the Notice of Intention to Request Entry of §3301(c)(2) Divorce Decree and Counter-Affidavit Under §3301(c)(2) of the Divorce Code, a copy of which is attached: Service by Certified Mail on August 31, 2009, Restricted Delivery, Return Receipt Requested, No. 7000 0030 8590 3643.

[Your Signature]
Jane A. Doe, Plaintiff