

A. THE COMPLAINT

DATE FILED: _____

- _____ 1. All eight sections of form: Irretrievably Broken. Pa.R.C.P. 1920.12, 1920.72(a).
- _____ 2. Advised of Counseling
- _____ 3. Prior divorce actions: caption, docket no., date filed, present status: _____.
- _____ 4. Economic claims
- _____ 5. Notarized or verified.

B. SERVICE OF ORIGINAL PROCESS: 3 OPTIONS

DATE SERVED: _____

- _____ 1. *Personal Service*: Return of service must state date, time, place, manner, of service (DTPM), Identity
 - _____ a. By Sheriff
 - _____ b. Other than Sheriff: Affidavit of Service, DTPM
- _____ 2. *Certified Mail*: Signature and date must be legible
 - _____ a. Signed Green Card
 - _____ b. Notarized/Verified Certificate of Service
- _____ 3. *Acceptance of Service*: Pa.R.C.P. 1930.4(d).
 - _____ a. Must say “accept service”
 - _____ b. If by attorney: “am authorized”
- _____ 4. Service timely: 30 days Pa resident: _____; 90 days Non-resident: _____
- _____ 5. Defendant: Waiver of Defects of Services

C. AFFIDAVIT OF CONSENT (Pa.R.C.P. 1920.72)

- _____ 1. *PLAINTIFF*: Date Executed: _____ Date Filed: _____
 - _____ a. Executed at least 90 days after Complaint Served.
 - _____ b. Filed within 30 days after executed.
 - _____ c. ¶1: Correct date of Complaint filing: _____.
 - _____ d. ¶2: 90 days elapsed from date of filing and service of Complaint
 - _____ e. ¶3: Consents to divorce “after service of Notice of Intention to Request Entry of the Decree”
 - _____ f. Verified
- _____ 2. *DEFENDANT*: Date Executed: _____ Date Filed: _____
 - _____ a. Executed at least 90 days after Complaint Served.
 - _____ b. Filed within 30 days after executed.
 - _____ c. ¶1: Correct date of Complaint filing: _____.
 - _____ d. ¶2: 90 days elapsed from date of filing and service of Complaint
 - _____ e. ¶3: Consents to divorce “after service of Notice of Intention to Request Entry of the Decree”
 - _____ f. Verified

D. WAIVER OF NOTICE OF INTENT (Pa.R.C.P. 1920.72)

_____ 1. PLAINTIFF: Date Filed: _____

_____ a. ¶1: Consents to entry of final Decree of divorce “without notice”

_____ b. Verified

_____ 2. DEFENDANT: Date Filed: _____

_____ a. ¶1: Consents to entry of final Decree of divorce “without notice”

_____ b. Verified

_____ 3. If both parties file, Skip Notice of Intent (Pa.R.C.P. 1920.73), Counter-Affidavit (Pa.R.C.P. 1920.72)

E. PRAECIPE TO TRANSMIT RECORD

DATE FILED:

_____ Filed 90 days or more after Complaint Served?

_____ 1. Correct section of Code indicated

_____ 2. Correct date and manner of service: _____.

_____ 3(a). Execution of 3301(c) Affidavits of Consent: Plaintiff: _____ Defendant: _____

_____ 4. All economic claims specifically resolved.

_____ a. If “Agreement:” Date of formal agreement or dictated agreement before court reporter _____.

_____ b. If “Resolved by Divorce Master:”

_____ S file Praeciped, Date of Master’s Report: _____.

_____ c. If “Claims bifurcated:” Order date: _____.

_____ d. If “Withdrawn”: Praecipe/Stipulation date: _____.

_____ e. If “No economic claims raised in pleadings:” check complaint, check docket for

_____ Counterclaim

_____ Petition

_____ 5(a). Check certificate of service of notice of intent

_____ (b). Date the parties’ Waivers were filed: Plaintiff: _____ Defendant: _____

F. SETTLEMENT AGREEMENTS

_____ 1. Both Agreement/Stipulation and Decree state incorporated and/or not merged into the Decree.

_____ a. In Decree and Agreement: Paragraph: _____, Page: _____,