

OBTAINING A DIVORCE IN BEAVER COUNTY

- Divorces are filed in the Prothonotary's Office located on the first floor of the Beaver County Courthouse.
- At the time of filing, there will be a \$174.00 filing fee. (Cash or check only.) This fee may be waived if your income falls below the federal poverty guidelines. (See Form 2.)
- If you are seeking to have the filing fees waived, take the completed forms 1 and 2 (the Complaint and the In Forma Pauperis) with all other required documentation to Courtroom #4 no later than 8:45 a.m. any Tuesday or Thursday morning. No appointment is needed. Take a seat and wait your turn.
- If you wish to resume your maiden name, bring an additional \$10.50.
- Please follow the instructions in the packet very carefully.
- Remember-No courthouse staff may assist in filling out forms. If you have any questions, please consult an attorney.
- For more information and more detailed instructions on how to fill out the forms, please see the following website: <http://www.pacourts.us/learn/representing-yourself/divorce-proceedings>

DIVORCE PROCEDURE

These forms are not designed for complicated divorce issues. It is likely that any complex divorce matter is going to require additional forms that are not included here and the expertise of a lawyer. Examples of a complicated divorce matter include: a request to divide property, receive alimony, payment of attorney's fees and expenses, or if your spouse is in the military.

IF YOU FAIL TO RAISE A CLAIM FOR ALIMONY, DIVISION OF PROPERTY, LAWYER'S FEES OR EXPENSES IN YOUR DIVORCE COMPLAINT YOU WILL WAIVE OR LOSE THE RIGHT TO MAKE SUCH CLAIMS WHEN THE DIVORCE DECREE IS ENTERED.

STEP ONE: The Notice to Defend, Complaint and Verification (Form 1).

A divorce case is started with the filing of a "Complaint." The "Notice to Defend and Claim Rights" page should be attached before the complaint.

The Complaint is filed in the Prothonotary's office, where civil matters are filed. You must pay the filing fee, unless you have been granted the right to proceed *In Forma Pauperis*. (See Form 2.)

The caption at the top of each form includes the county's name, your name, your spouse's name, and the docket number assigned to the case by the Prothonotary's office. This caption must be identical on all documents filed in your case, regardless as to which party is filing the document.

Take the original and your two copies to the Prothonotary. The Prothonotary's office will time-stamp the original and two copies. The original will stay in the Prothonotary's file and the two copies will be returned to you. One of the copies is for your records; the other copy must be served on the other party in STEP TWO.

STEP TWO: Service of the Complaint.

After filing the Notice to Defend, Complaint and Verification (Form 1), these documents must be served on the other party within thirty (30) days of the date they were filed, which is the date time-stamped on the document.

If the other party does not live in Pennsylvania, the time requirement is extended to ninety (90) days. If service is not completed within 30 days of the date of filing, the Complaint must be reinstated using Form 4 and re-served.

Service of the Notice to Defend, Complaint and Verification (Form 1) must be made either by Personal Service, by Acceptance of Service, or by regular and Certified Mail return receipt requested, restricted delivery.

If you were unable to serve the opposing party within 30 days (or within 90 days if the other party lives outside Pennsylvania), then you must complete and file the Praeceptum to Reinstate the Complaint, Form 4.

The date you file this Praeceptum re-starts the clock for service. You will have another 30 days to serve the other party (or 90 days for a defendant outside Pennsylvania).

Form 3-A: Acceptance of Service – Give the opposing party Form 1. The other party signs the Affidavit of Acceptance of Service, Form 3-A, stating that he/she has received a copy of Form 1.

-OR

Form 3-B: Service by Mail – Mail Form 1 to the opposing party by regular **and** certified mail, return receipt requested restricted delivery. You must complete the Affidavit of Service by Mail, Form 3-B, stating that you have mailed your spouse the required forms by certified mail.

You must also attach the green card receipt received from the post office. Make a photocopy of this green card for your records and file the original with the Prothonotary by attaching it to Form 3-B. If the certified mail is returned unclaimed, another form must be used.

-OR

Form 3-C: Personal Service – Any adult, other than you, (i.e. – Sheriff, Constable, or any reliable third party) may personally hand Form 1 to the opposing party. However, that third party who hands the papers to your spouse must sign a completed Affidavit of Service by Personal Service, Form 3-C.

After you have completed either Form 3-A, B, or C (whichever method you chose to serve the other party), make one copy.

File either Form 3-A, B, or C (whichever method you chose to serve the opposing party) with the Prothonotary. Take the original and one copy to the Prothonotary and have each document time-stamped. The original will stay in the file in the Prothonotary's file and the copy will be returned to you for your records.

IF YOUR SPOUSE CONSENTS TO THE DIVORCE, FOLLOW THE STEPS FOR A 3301(C) DIVORCE.

IF YOUR SPOUSE DOES NOT CONSENT TO THE DIVORCE, FOLLOW THE STEPS FOR A 3301(D) DIVORCE.

HOW TO PROCEED WITH A 3301(c) CONSENT DIVORCE:

STEP THREE: Wait 90 Days from the Date the Notice to Defend, Complaint and Verification (Form 1) was served.

The Pennsylvania Rules of Civil Procedure require both parties to wait ninety (90) days from the date of the service of the Complaint before filing the consent forms.

STEP FOUR: Affidavit of Consent (Form 5) and either Waiver of Notice (Form 6) OR Notice of Intention to File the Praecepto to Transmit the Record Under Section 3301(c)(1) of the Divorce Code (Form 7)

Affidavit of Consent: After ninety (90) days have passed from the date the Complaint was served upon the other spouse and both parties agree to the divorce, both parties may file an Affidavit of Consent, Forms 5-A and B, declaring that they consent to the divorce.

The Affidavit of Consent must be filed within thirty (30) days after it is signed and dated.

If the parties do not file an Affidavit of Consent (Form 5) within thirty days of the date it was signed, the Affidavit of Consent must be re-signed and re-filed.

Notice of Intention OR Waiver of Notice: In addition to signing and filing an Affidavit of Consent, each party can sign and file a Waiver of Notice (Form 6-A and B) - **OR** - either party can mail the other party a Notice of Intention to File the Praecepto to Transmit the Record under Section 3301(c)(1) of the Divorce Code (Form 7).

If both parties sign and file a Waiver of Notice, then either party may immediately file a Praecepto to Transmit Record with the Prothonotary and have the file sent to a Court of Common Pleas Judge.

However, if one party mailed the other party a Notice of Intention to File the Praecepto to Transmit the Record under Section 3301(c)(1) of the Divorce Code and Counter-Affidavit (Form 7), then twenty (20) days must pass before you may file the Praecepto to Transmit Record.

STEP FIVE: Praecepto to Transmit Record (Form 12), Divorce Decree (Form 13), Divorce Information Sheet (Form 14), and any other forms required by your county.

Upon the filing of both parties' Affidavits of Consent (Form 5) and the other party receiving a Notice of Intention to File the Praecepto to Transmit the Record under Section 3301(c) of the Divorce Code/Counter-Affidavit (Form 7), OR both parties filing Waiver of Notice (Form 6), the divorce

may be concluded by either party filing with the Prothonotary a Praecipe to Transmit Record (Form 12). Check your records for the exact dates necessary to complete the form.

Additional forms are also required by the Court, including a proposed Divorce Decree (Form 13) and Divorce Information Sheet (Form 14).

If there are minor children involved, Beaver County also requires the parties to complete a parenting seminar for divorcing parents and the completion of a statistical form for the Prothonotary before your divorce is finalized.

STEP SIX: Divorce Decree (Form 13).

The Divorce Decree will be mailed to both parties after filing the above forms, presuming there are no mistakes. If corrections need to be made in the paperwork, a final divorce decree will not be entered until the court has the corrected paperwork. **The responsibility of submitting accurate paperwork is that of the parties. You have every right to represent yourself. However, self-represented litigants are held to the same standard as attorneys.**

How to Complete Step 6

At some point while your divorce proceeding is pending, provide the Prothonotary's office two stamped envelopes, one with your current address and one with your spouse's current address in order for the Prothonotary to be able to mail copies of your Divorce Decree once it is granted.

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I am the Plaintiff Defendant in the above-captioned **(MARK ONE)** custody, divorce, support, protection from abuse, paternity case.

2. This **(CIRCLE ONE)** is/is not a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

OR (check only one box)

This is **NOT** a new case and _____ previously represented me in this case. I have decided not to be represented by that attorney and direct the Prothonotary to remove that attorney as my counsel of record in this case.

I have provided a copy of this form to that attorney listed above at the following address:

I am entering my appearance as a self-represented party (sign) _____

I am withdrawing my appearance as attorney in this case (attorney signature) _____

3. My address for the purpose of receiving all future pleadings and other legal notices is: _____

_____. I understand that this address will be the only address to which notices and pleadings in this case will be sent, and that I am responsible to regularly check my mail at this address to ensure that I do not miss important deadlines or proceedings.

This is my home address. This is not my home address.

4. My telephone number where I can be reached during normal business hours (8:30 a.m. – 4:30 p.m. Monday – Friday) is _____ My email address is _____.

My telephone number is confidential pursuant to a Protection From Abuse Order.

5. **I UNDERSTAND I MUST FILE A NEW FORM EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES.**

6. I have provided a copy of this form to all other attorneys or other self-represented parties at the following addresses as listed below: (Use reverse side if you need more space)

Name _____ Address _____

Name _____ Address _____

7. I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the statutory law, evidence law, Local and State Rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date

Signature (Your Signature)

Form 1

Divorce Complaint

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____,
PLAINTIFF (your full name) :

CIVIL ACTION – LAW

vs.

Case No. _____

_____,
DEFENDANT (spouse's full name)

IN DIVORCE

NOTICE TO DEFEND AND CLAIM RIGHTS

You have been sued in Court. If you wish to defend against the claims 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, including custody or visitation of your children.

When the ground for the divorce is indignities or irretrievable breakdown of the marriage, you may request marriage counseling. A list of marriage counselors is available in _____(county) Courthouse, Office of the Prothonotary, _____ (city), Pennsylvania.

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

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 Service
The Beaver County Bar Association
<http://bcba-pa.org/lawyer-referral-service/>
788 Turnpike Street
Beaver, PA 15009
Telephone # 724-728-4888**

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____,
PLAINTIFF (your full name)

CIVIL ACTION – LAW

vs.

Case No. _____

_____,
DEFENDANT (spouse's full name)

IN DIVORCE

**COMPLAINT FOR DIVORCE UNDER
SECTION 3301(c) OR 3301(d) OF THE DIVORCE CODE**

AND NOW, comes the Plaintiff and for cause of action against the Defendant says:

1. Plaintiff is _____ (your name), an adult individual who currently resides at
_____ (street address), _____ (city), _____
(county), _____ (state), _____ (zip code)

2. Defendant is _____ (spouse's name), an adult individual who currently resides at
_____ (street address), _____ (city), _____
(county), _____ (state), _____ (zip code)

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

4. Plaintiff and Defendant were married on _____ (month/day/year), in _____
(county), _____ (state).

5. There _____ (have been/have not been) prior actions of divorce or for annulment between the parties.

(If there have been, name the jurisdiction and case

number). _____

6. The marriage is irretrievably broken.

7. The parties _ (are/are not) living separate and apart. If the parties are living separate and apart, they have lived separate and apart since _____ (month/day/year).

8. Plaintiff has been advised that counseling is available and that Plaintiff may have the right to request that the Court require the parties to participate in counseling.

9. The Defendant (is/is not) a member of the Armed Services of the United States or any of its allies.

10. Plaintiff requests that the Court enter a decree of divorce.

WHEREFORE, Plaintiff respectfully requests your Honorable Court enter a Decree in Divorce, divorcing Plaintiff and Defendant.

I verify that the statements in the foregoing Complaint in Divorce 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:

Respectfully submitted,

Plaintiff's Signature

Plaintiff's Name-Printed

Form 2

Petition to Proceed In Forma Pauperis

If you think you meet the income requirements to proceed *in forma pauperis* (IFP) to be excused from paying any costs related to your litigation, then you can request that the Court excuse you from paying filing fees.

In order to ask for IFP status, you must file a “Petition to Proceed In Forma Pauperis and Affidavit” and a “Verification” with the Court, in which you provide the judge very detailed information about your financial situation.

Complete the caption exactly as it appears on all the pleadings in your case. Make sure that the financial information is complete and accurate, or your petition will be denied. You should keep a copy of your IFP request for yourself.

If the Judge grants your request, you must show a copy of the IFP order to the Prothonotary every time you file something in your case. You do have the right to appeal the judge’s decision if your petition is denied, but an appeal can be complicated and may require the involvement of an attorney.

Note: If granted IFP status, that status only applies to YOU, not to the other party in the case. If your spouse also wishes to be excused from paying any court costs or filing fees, he/she must submit his/her own IFP request.

PENNSYLVANIA

CIVIL DIVISION

_____ :
 : No. _____ of 20____
Plaintiff, : Civil Action – Law
 :
 :
vs. : Type of Pleading:
 : **Petition to Proceed in Forma**
 : **Pauperis**
 :
 :
_____ : Filed on behalf of:
Defendant. : _____
 : (Your Name):

Filing Party's Information:

Name: _____

Address: _____

Telephone# _____

IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY

P E N N S Y L V A N I A

_____,
Plaintiff,
vs.
_____,
Defendant.

:
:
: No. _____
:
:

**PETITION TO PROCEED IN FORMA PAUPERIS
TO THE HONORABLE, THE JUDGES OF THE SAID COURT:**

Petitioner respectfully represents that:

1. Petitioner _____ is the Plaintiff in the above captioned action.
2. Petitioner's Social Security number is XXX-XX- _____ (*only provide last 4 digits*)
3. Petitioner's address is _____
(give full address)
4. Petitioner's income and expense information is fully and accurately set forth in the attached affidavit.
5. I am over 18 years of age. Yes / No (*circle one*)

WHEREFORE, Petitioner respectfully requests Your Honorable Court to enter an Order, granting leave to proceed in forma pauperis in the above captioned action.

Respectfully submitted,

Petitioner

**AFFIDAVIT IN SUPPORT OF PETITION TO PROCEED
IN FORMA PAUPERIS**

1. I am the petitioner in the above matter and because of my financial condition am unable to pay the fees and costs.

2. I am unable to obtain funds from anyone, including my family and Associates, to pay the costs of litigation.

3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:

Name _____

Address _____

(give full address)

Petitioner's Social Security number is XXX-XX- _____ *(only provide last 4 digits)*

A. Employment

If you are presently employed, state

Employer: _____

Address: _____

Salary or wages per month _____

If you are presently unemployed, state

Date of last employment: _____

Salary or wages per month: _____

Type of work: _____

B. Other income within the past twelve months

Business or profession: _____

Other self-employment: _____

Interest: _____

Dividends: _____

Pension and annuities: _____

Social Security benefits: _____

Support payments: _____

Disability payments: _____

Unemployment compensation and supplemental benefits: _____

Workmen's compensation: _____

Public assistance: _____

C. Other contributions to household support

Contributions from children: _____

Contribution from parents: _____

Other contributions _____

D. Property owned

Cash: _____

Checking account: _____

Savings account: _____

Certificates of deposit: _____

Real estate (including home): _____

Motor vehicle: Make _____ Year _____ Cost _____

Amount owed \$ _____

Stocks; bonds: _____

Other _____

E. Debts and obligations

Mortgage: _____

Rent: _____

Loans: _____

Other: _____

F. Persons dependent upon you for Support:

I understand that I have a continuing obligation to inform the court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

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 which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Petitioner's Signature

Date: _____

**IN THE COURT OF COMMON PLEAS OF BEAVER COUNTY
PENNSYLVANIA**

	:	
Plaintiff,	:	
	:	
	:	No. _____
vs.	:	
	:	
	:	
Defendant.	:	

ORDER TO WAIVE FILING COSTS

AND NOW, this _____ day of _____, 20____, upon consideration of the attached Petition to Proceed in Forma Pauperis, it is hereby ordered that the filing costs be waived.

BY THE COURT

JUDGE

FORM 3

Form 3 A- Affidavit of Acceptance of Service

Form 3 B- Affidavit of Service by Mail

Form 3 C- Affidavit of Service by Personal Service

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____	:	CIVIL ACTION – LAW
PLAINTIFF (your full name)	:	
	:	
	:	
vs.	:	Case No. _____
	:	
	:	
_____	:	
DEFENDANT (spouse's full name)	:	IN DIVORCE

AFFIDAVIT OF ACCEPTANCE OF SERVICE

I, _____, Defendant in the above-captioned action depose and say that on this date I hereby accept service of the Complaint in Divorce and Notice to Defend and Claim Rights with Notice of Availability of Counseling.

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.

Respectfully Submitted,

Date: _____

Defendant's Signature

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____	:	CIVIL ACTION – LAW
PLAINTIFF (your full name)	:	
	:	
vs.	:	Case No. _____
	:	
_____	:	
DEFENDANT (spouse's full name)	:	IN DIVORCE

AFFIDAVIT OF SERVICE BY PERSONAL SERVICE

I, _____, hereby depose and say that on this date, I personally served the above-captioned Defendant with a Complaint in Divorce and Notice to Defend and Claim Rights with Notice of Availability of Counseling, by personally handing the same to him/her on _____(date).

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.

Respectfully Submitted,

Date: _____

Signature of Person Who Served
Defendant (Not the Plaintiff)

Form 4

Praecipe to Reinstate the Complaint

You only need to file this form if you were unable to successfully serve the Complaint, Form 1, on the other party within 30 days (or within 90 days if the other party does not live in Pennsylvania). The date you file this Praecipe re-starts the clock for service, and you will have another 30 days (or 90 days if the other party does not live in Pennsylvania) to serve Form 1 on the other party. For example, if you file the Praecipe to Reinstate the Complaint on January 1st, then you must serve the other party by January 31st.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____ ,	:	CIVIL ACTION – LAW
PLAINTIFF (your full name)	:	
	:	
	:	Case No. _____
vs.	:	
	:	
_____ ,	:	
DEFENDANT (spouse’s full name)	:	IN DIVORCE

PRAECIPE TO REINSTATE THE COMPLAINT

To the Prothonotary:

Please reinstate the Complaint for Divorce under Section 3301(c) or 3301(d) of the Divorce Code filed in the above-captioned matter.

Respectfully submitted,

Date: _____

Plaintiff’s Signature

Form 5-A

Affidavit of Consent (Plaintiff)

Form 5-B

Affidavit of Consent (Defendant)

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____	:	CIVIL ACTION – LAW
PLAINTIFF	:	
	:	
	:	Case No. _____
vs.	:	
	:	
_____	:	
DEFENDANT	:	IN DIVORCE

AFFIDAVIT OF CONSENT

1. A Complaint in Divorce under Section 3301(c) of the Divorce Code was filed on _____(date Complaint filed).

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety (90) 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, after service of the Notice of Intention to File the Praecepto to Transmit Record.

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

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____	:	CIVIL ACTION – LAW
PLAINTIFF	:	
	:	
	:	Case No. _____
vs.	:	
	:	
_____	:	
DEFENDANT	:	IN DIVORCE

AFFIDAVIT OF CONSENT

1. A Complaint in Divorce under Section 3301(c) of the Divorce Code was filed on _____(date Complaint filed).

2. The marriage of Plaintiff and Defendant is irretrievably broken and ninety (90) 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, after service of the Notice of Intention to File the Praecepto to Transmit Record.

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: _____

Defendant's Signature

Instructions for:

Form 6-A

Waiver of Notice (Plaintiff)

Form 6-B

**Waiver of Notice
(Defendant)**

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

PLAINTIFF	:	CIVIL ACTION – LAW
	:	
vs.	:	Case No. _____
	:	
DEFENDANT	:	IN DIVORCE

**WAIVER OF NOTICE OF INTENTION TO FILE THE
PRAECIPE TO TRANSMIT RECORD**

1. Without further notice, I consent to the entry of:
 - A final decree of divorce; or
 - An order approving grounds for divorce

2. I understand that I may lose rights concerning alimony, equitable division of property, lawyer's fees, costs or expenses, or other important rights 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 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

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

PLAINTIFF	:	CIVIL ACTION – LAW
	:	
vs.	:	Case No. _____
	:	
DEFENDANT	:	IN DIVORCE

**WAIVER OF NOTICE OF INTENTION TO FILE THE
PRAECIPE TO TRANSMIT RECORD**

1. Without further notice, I consent to the entry of:
 - A final decree of divorce; or
 - An order approving grounds for divorce

2. I understand that I may lose rights concerning alimony, equitable division of property, lawyer's fees, costs or expenses, or other important rights 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 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: _____

Defendant's Signature

Form 7

Notice of Intention to File the Praecipe to Transmit Record Under Section 3301(c)(1) of the Divorce Code

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____	:	CIVIL ACTION – LAW
PLAINTIFF	:	
	:	
vs.	:	Case No. _____
	:	
	:	
_____	:	IN DIVORCE
DEFENDANT	:	

**NOTICE OF INTENTION TO FILE THE PRAECIPE
TO TRANSMIT RECORD UNDER SECTION
3301(c)(1) OF THE DIVORCE CODE**

TO: _____(spouse’s full name)

You have signed an Affidavit of Consent under Section 3301(c)(1) of the Divorce Code consenting to the entry of a divorce decree. Therefore, on or after _____, 20__, the other party can request the court to enter a final decree in divorce or, if there are unresolved ancillary claims, an order approving grounds for divorce as indicated on the proposed Praecipe to Transmit the Record, which is attached.

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 or, if there are unresolved ancillary claims, an order approving grounds for divorce and you may lose forever the right to ask for economic relief. The filing of the form counteraffidavit 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.

Beaver County Bar Association Lawyer Referral Service
788 Turnpike Street
Beaver, PA 15009
724-728-4888
<https://bcba-pa.org/lawyer-referral-service/>

Respectfully submitted,

(Signature)

Form 11

Certificate of Service

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

PLAINTIFF	:	CIVIL ACTION – LAW
	:	
vs.	:	Case No. _____
	:	
DEFENDANT	:	IN DIVORCE

CERTIFICATE OF SERVICE

The undersigned hereby certifies that on this date, a true and correct copy of the following have been served: (check any of the following that apply)

- Notice of Intention to File the Praecipe to Transmit the Record of Section 3301(d), OR Section 3301(c)(2)

- Affidavit of Non-Military Service

- Notice of Intention to File the Praecipe to Transmit Record under section 3301(c)(1) of the Divorce Code and Counter- Affidavit Under 3301(c)(1)

- (Other) _____

The undersigned hereby certifies that the above documents were served by first class mail to the following:

(spouse's name)

(spouse's address)

Respectfully Submitted,

Date: _____

(Signature)

Form 12

Praecipe to Transmit the Record

Instructions for these forms can be found in the introductory instructions.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

PLAINTIFF	:	CIVIL ACTION – LAW
vs.	:	Case No. _____
	:	
	:	
	:	
DEFENDANT	:	IN DIVORCE

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. Ground for divorce: Irretrievable breakdown under Section 3301(c) or 3301(d) of the Divorce Code.

2. Date and manner of service of the Complaint: _____ (date of service);
_____ (method of service).

3. Complete either paragraph (a) or (b).

(a) Date of execution of the Affidavit of Consent required by Section 3301(c) of the Divorce Code: by Plaintiff _____ (date Plaintiff signed); by Defendant _____ (date Defendant signed).

(b) Date of execution of Plaintiff's Affidavit required by Section 3301(d) of the Divorce Code: _____ (date Plaintiff signed); Date of service of Plaintiff's Affidavit upon Defendant: _____ (date of service).

4. Related claims pending: _____.

5. Complete either (a) or (b).

(a) Date and manner of service of the notice of intention to file the Praecipe, a copy of which is attached: _____ (date of service); _____ (manner of service.)

(b) Date plaintiff's Waiver of Notice was filed with Prothonotary: _____.
Date defendant's Waiver of Notice was filed with Prothonotary: _____.

Date: _____

(Plaintiff/Defendant)

Form 13

Divorce Decree

Instructions for these forms can be found in the introductory instructions.

The Court will fill out the date at the top and sign at the bottom.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

PLAINTIFF	:	CIVIL ACTION – LAW
	:	
vs.	:	Case No. _____
	:	
DEFENDANT	:	IN DIVORCE

DECREE OF DIVORCE

AND NOW, _____, 20____, it is ordered, and decreed that
_____(your name), Plaintiff, and
_____(your spouse's name), Defendant,
are divorced from the bonds of matrimony.

The Court retains jurisdiction of any claims raised by the parties to this action for which a final order has not yet been entered.

Any existing spousal support order shall hereafter be deemed an order for alimony pendente lite if any economic claims remain pending.

By the Court,

J.

FORM 14
Divorce Information Sheet
(Vital Records Form)

VITAL RECORDS FORM
DIVISION OF STATISTICAL REGISTRIES
HARRISBURG, PA

DURATION OF MARRIAGE	
CASE NO:	
DATE OF MARRIAGE:	
YEARS MARRIED	PICK APPROPRIATE BOX BELOW
<5	<input type="checkbox"/>
5-9	<input type="checkbox"/>
10-14	<input type="checkbox"/>
15-19	<input type="checkbox"/>
20-24	<input type="checkbox"/>
25-29	<input type="checkbox"/>
30 +	<input type="checkbox"/>
Unknown	<input type="checkbox"/>

Number of children from this marriage: _____

Number of dependent children under 18: _____

Form 15

Notice of Intention to Resume Prior Surname

Instructions for Form 15:

**DO NOT FILL IN THIS FORM UNTIL YOU ARE
STANDING IN FRONT OF A CLERK IN THE
PROTHONOTARY'S OFFICE.**

In order for the Prothonotary to properly notarize this form, they must witness you signing the paperwork.

**IN THE COURT OF COMMON PLEAS OF
BEAVER COUNTY, PENNSYLVANIA**

_____,
PLAINTIFF (your full name)

CIVIL ACTION – LAW

vs.

Case No. _____

_____,
DEFENDANT (spouse's full name)

IN DIVORCE

ELECTION TO RETAKE AND RESUME PRIOR NAME

TO: BEAVER COUNTY PROTHONOTARY

Pursuant to the Act of the General Assembly of the Commonwealth of Pennsylvania, of May 25th, 1939, P.L. 192,

I, _____, (Plaintiff/Defendant)
in the above entitled case do hereby avow my intention and do hereby elect to retake and resume my prior name of -

_____.

_____.

(SIGNATURE)

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF BEAVER

Now, this ____ day of _____, 20____, before me, in and for said County and State, personally appeared the above named

_____ and acknowledged the foregoing written notice of intention to retake and resume prior name.

CERTIFICATE OF COMPLIANCE

RE: ACCESS TO COURT CASE RECORDS

CASE NO. _____

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

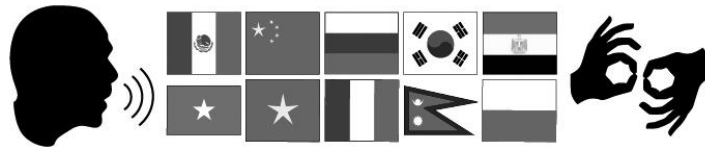
Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____

Rev. 02/22/18



Notice of Language Rights

Language Access Coordinator

Beaver County Courthouse, 810 Third Street, Beaver, PA, 15009

724-770-4770

languageaccess@beavercountypa.gov

English: You have the right to an interpreter at no cost to you. To request an interpreter, please inform court staff using the contact information provided at the top of this notice.

Spanish/Español: Usted tiene derecho a un intérprete libre de costo. Para solicitar un intérprete favor de informárselo al personal judicial utilizando la información provista en la parte superior de este aviso.

Mandarin/Cantonese Simplified Chinese/普通话/粤语简体中文: 您有权获得免费的口译员服务。若需要口译员，请使用本通知上方提供的联系信息通知法院工作人员。

Mandarin/Cantonese Traditional Chinese/普通話/廣東話繁體中文: 您有權要求免費傳譯服務。如欲要求傳譯服務，請參閱本通知頂部的聯絡資料，通知法庭職員。

Arabic/العربية: يحق لك الحصول على مترجم دون دفع أي تكلفة من جانبك. لطلب مترجم، يُرجى إعلام موظفي المحكمة باستخدام معلومات الاتصال المقدمة في الجزء العلوي من هذا الإشعار.

Russian/Русский: У вас есть право на бесплатные услуги переводчика. Заявка на переводчика подается в суд по адресу, телефону или эл. почте, указанным выше в заголовке этого уведомления.

Vietnamese/Tiếng Việt: Quý vị có quyền được một thông dịch viên giúp mà không tốn chi phí nào cả, xin hãy báo cho nhân viên tòa án dùng thông tin liên lạc có ở trên đầu thông báo này.

Nepali/नेपाली: तपाईंको निःशुल्क रूपमा भाषा अनुवादक राख्न पाउने अधिकार छ। अनुवादकको लागि अनुरोध गर्न, यस सूचनाको माथि दिइएको सम्पर्क जानकारी भरेर अदालतका कर्मचारीहरूलाई जानकारी दिनुहोस्।

Korean/한국어: 귀하는 비용에 대한 부담 없이 통역 서비스를 받을 권리가 있습니다. 통역 서비스를 요청하려면 본 통지서의 상단에 기재된 연락처를 통해 법원 직원에게 알리십시오.

Polish/Polski: Ma Pan/Pani prawo do nieodpłatnego skorzystania z usług tłumacza ustnego. Aby zwrócić się o wsparcie ze strony tłumacza ustnego, proszę skontaktować się z pracownikami sądu, korzystając z danych znajdujących się w górnej części niniejszego dokumentu.

Pakistan/پنجابی /Punjabhi: تہاڈے کول بغیر ادائیگی کیتیاں اک مترجم حاصل کرن دا حق اے۔ مترجم دی درخواست کرن لئی، میربانی کر کے ایس نوٹس دے اوتے فراہم کیتیاں رابطے دیاں معلومات نوں ورتدیاں عدالت دے عملے نوں اطلاع دوو۔

Punjabi/ਪੰਜਾਬੀ /India: ਤੁਹਾਨੂੰ ਇਕ ਦੁਭਾਸ਼ੀਆ ਹਾਸਲ ਕਰਨ ਦਾ ਹੱਕ ਹੈ, ਜਿਸ ਦੀ ਤੁਹਾਨੂੰ ਕੋਈ ਲਾਗਤ ਨਹੀਂ ਲੱਗੇਗੀ। ਦੁਭਾਸ਼ੀਏ ਲਈ ਬੇਨਤੀ ਕਰਨ ਵਾਸਤੇ, ਕਿਰਪਾ ਕਰ ਕੇ ਅਦਾਲਤ ਦੇ ਅਮਲੇ ਨੂੰ ਜਾਣੂ ਕਰਵਾਓ ਤੇ ਇਸ ਲਈ ਇਸ ਨੋਟਿਸ ਦੇ ਸਿਖਰ ਉਤੇ ਦਿੱਤੀ ਸੰਪਰਕ ਜਾਣਕਾਰੀ ਦਾ ਇਸਤੇਮਾਲ ਕਰੋ।

Portuguese/Português: Você tem direito a um intérprete gratuitamente. Para solicitar um intérprete, informe à nossa equipe usando os dados de contato mostrados na parte superior deste aviso.

Somali/Somaali: Waxaad xaq u leedahay in lagu turjumo lacag la'aan ah. Si aad u codsato turjumaanka, fadlan u sheeg maxkamadda shaqaalaha adiga oo isticmaala macluumaadka ciwaanka kor lagu siiyay ee ogeysiiskaan.

Haitian Creole/Kreyòl Aisyen: Ou gen dwa resevwa sèvis yon entèprèt gratis. Pou mande pou yon entèprèt, tanpri fè manm pèsonel tribinal la konnen lè ou sèvi avèk enfòmasyon an yo te bay ou nan tèt avi sa a.

French/Français: Vous avez le droit de bénéficier gratuitement de l'assistance d'un interprète. Pour en faire la demande, veuillez en informer le personnel du tribunal à l'aide des coordonnées indiquées en haut de page.