

IN THE COURT OF COMMON PLEAS OF BEDFORD COUNTY, PENNSYLVANIA

Jane Doe, : No. 12 for the year 2017  
Plaintiff :  
vs. : Civil Action – Law  
:  
John Doe, Sr. : In Custody  
Defendant :

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AFFIDAVIT OF SERVICE BY MAIL

1. On January 10, 2017, (date documents mailed) I, Jane Doe,  
Plaintiff in the within action, mailed a copy of the Custody Complaint, Order of Court, and  
Criminal Record / Abuse History Verification to Defendant by Certified Mail, Return Receipt  
Requested, Deliver to Addressee Only and regular mail, at Defendant's last known address:  
345 5<sup>th</sup> Avenue, Anytown, PA 12345.

2. On January 12, 2017, (date of Defendant's signature on green return card), Defendant  
received the aforesaid Complaint, Order of Court and Criminal Record / Abuse History  
Verification. The return receipt card evidencing the same is attached hereto and made a part  
hereof.

CERTIFICATION

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.

VERIFICATION

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: January 12, 2017

Jane Doe  
Plaintiff's Signature

ATTACH UNITED STATES POSTAL SERVICE RETURN RECEIPT CARD

SAMPLE