

## **INSTRUCTIONS FOR USE OF A CERTIFICATE OF SERVICE**

Pursuant to Pa.R.C.P. No. 208.2(a)(4), every motion must, at the time of filing,

Include a certificate of service which sets forth the manner of service including the name of an attorney of record for each party that is represented by counsel, the party whom the attorney represents, a “pro se” designation for each party that is unrepresented, and the address at which service was made.

The attached form may be used for that purpose, and should be included with any motion filed.

Consult the Pennsylvania Rules of Civil Procedure regarding the appropriate manner of service.

**Note: The filing party must provide certain information on the Certificate of Service. An incomplete Certificate of Service will not be accepted by the Court until it has been fully completed by the filer.**

**\*Please remember to include a Certificate of Compliance with each filing.**

# CERTIFICATE OF SERVICE

Docket Number: \_\_\_\_\_

**Plaintiff:**

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**Defendant:**

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The below-signed individual hereby certifies that the filing to which this certificate is attached was served upon the following individuals in accordance with the Pennsylvania Rules of Civil Procedure at the address and on the date indicated below:

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Signed:

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Date: \_\_\_\_\_