

DIVORCE CHECKLIST, §3301(c)

CAPTION: _____ No: _____

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

E. PRAECIPE TO TRANSMIT RECORD

DATE FILED: _____

- _____ 1. 20 days or more after service of Notice of Intent if no attorney for opposing party Pa.R.C.P. 1920.42(d)(1)
- _____ 2. Contents of Paragraphs 1-5
 - _____ ¶1: Correct section of Code indicated
 - _____ ¶2: Correct date and manner of service: _____.
 - _____ ¶3(a): Execution of Affidavits of Consent: Plaintiff: _____ Defendant: _____
 - _____ ¶4: All economic claims specifically resolved.
 - _____ a. Agreement: date of formal agreement or dictated agreement before court reporter _____.
 - _____ b. Resolved by Divorce Master, S file Praeciped, Date of Master's Report: _____.
 - _____ c. Claims bifurcated: Order date: _____.
 - _____ d. Withdrawn Pa.R.C.P. 1920.17(b) Notice of Intent served: _____ (after 20 days) Praecipe to w/d filed: _____.
 - _____ e. No economic claims raised – check Prothy file for Complaint, counterclaim, petition.
 - _____ ¶5(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: _____.