

IN THE COURT OF COMMON PLEAS PHILADELPHIA COUNTY
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
TRIAL DIVISION - CIVIL

Plaintiff

v.

Defendant

_____ TERM, 20_____
NO. _____

RETURN OF SERVICE/AFFIDAVIT

I, _____, hereby certify that I served a true and correct copy of the Complaint / Notice of Appeal / Rule on _____,
(Insert Name of Party)

1) By handing a copy to the Defendant / Appellee, _____,
on the ___ day of _____, 20_____, at _____AM/PM, at _____,
Philadelphia, PA.

2) By handing a copy to _____, an adult
member of the family/adult person in charge of Defendant's / Appellee's residence,
on the ___ day of _____, 20_____, at _____AM/PM, at _____,
Philadelphia, PA.

I verify that the statements in this Return of Service are true and correct. I further verify that I am an adult over the age of 18 and not related to any party in this action. I understand that this unsworn document contains statements that are made subject to the penalties of 18 P.C.S. §4904 relating to unsworn falsification to authorities.

Sworn to and Affirmed
This day 20

Notary Public
(SEAL)

(Sign)

(Print Name)

RULES ON SERVICE

Pa.R.C.P. No. 400.1

Rule 400.1. Provisions for all Courts of the First Judicial District

(a) In an action commenced in the First Judicial District, original process may be served

- (1) within the county by the sheriff or a competent adult, or
- (2) in any other county by deputized service as provided by [Rule 400\(d\)](#) or by a competent adult forwarding the process to the sheriff of the county where service may be made.

Note: See [Rule 76](#) for the definition of “competent adult”.

The First Judicial District is comprised of Philadelphia County

(b) In an action commenced in any other county, original process may be served in Philadelphia County by deputized service as provided by [Rule 400\(d\)](#) or by a competent adult.

Pa.R.C.P. No. 76 Definition

The following words and phrases when used in the Rules of Civil Procedure shall have the following meanings, respectively, unless the context clearly indicates otherwise or the particular word or phrase is expressly defined in the chapter in which the particular rule is included:

“competent adult” means an individual eighteen years of age or older who is neither a party to the action nor an employee or a relative of a party

Pa.R.C.P. No. 402

Rule 402. Manner of Service. Acceptance of Service

- (a) Original process may be served
 - (1) by handing a copy to the defendant; or
 - (2) by handing a copy
 - (i) at the residence of the defendant to an adult member of the family with whom he resides; but if no adult member of the family is found, then to an adult person in charge of such residence; or
 - (ii) at the residence of the defendant to the clerk or manager of the hotel, inn, apartment house, boarding house or other place of lodging at which he resides;

Pa.R.C.P. No. 405

Rule 405. Return of Service

- (a) When service of original process has been made the sheriff or other person making service shall make a return of service forthwith.
- (b) A return of service shall set forth the date, time, place and manner of service, the identity of the person served and any other facts necessary for the court to determine whether proper service has been made.
- (d) A return of service by a person other than the sheriff shall be by affidavit.
- (e) The return of service or of no service shall be filed with the prothonotary.