

**You must follow proper filing procedure in regards to time of filing, etc.  
Follow the Lawrence County Local Rules found on the county website  
at [www.co.lawrence.pa.us](http://www.co.lawrence.pa.us)**

**There is a proper filing time schedule that must be followed.**

**IF YOU NEED ASSISTANCE, CONTACT AN ATTORNEY.  
NO ONE IN THE COURTHOUSE WILL TELL YOU HOW TO FILE  
OR GIVE YOU INSTRUCTIONS.**

### **Divorce Template Lawrence County**

Checklist as follows:

Divorce Complaint to be filed in the Prothonotary's Office at 430 Court Street, New Castle, PA 16101 (first floor of Courthouse, next to Security Screening)

Hours: 8:00 a.m. – 4:00 p.m. Monday - Friday

Filing Fee: \$152.50 Complaint in Divorce  
\$18.00 Praeipce to Transmit Record

Included in the Lawrence County packet are as follows:

1. Complaint in Divorce
2. Notice to Defend and Claim Rights
3. Acceptance of Service
4. Praeipce to Transmit Record
5. Affidavit of Consent (2 copies - one for Plaintiff/one for Defendant)
6. Waiver of Notice (2 copies - one for Plaintiff/one for Defendant)
7. Divorce Decree

The Law Librarian will not tell you the timing schedule or give you information on proper filing. CONTACT AN ATTORNEY.

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

:

:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

:

:

**COMPLAINT IN DIVORCE**

1. Plaintiff is \_\_\_\_\_, who currently resides  
at \_\_\_\_\_.
2. Defendant is \_\_\_\_\_, who currently resides  
at \_\_\_\_\_.
3. Plaintiff and Defendant, have been bona fide residents in the Commonwealth for  
at least six months immediately previous to the filing of this Complaint
4. The Plaintiff and Defendant were married on \_\_\_\_\_.
5. There have been no prior actions of divorce or for annulment between the parties.
6. The marriage is irretrievably broken.
7. 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
8. Plaintiff requests the Court to enter a Decree of Divorce.

I verify that the statements made in this Complaint are true and correct. I understand that false statements herein are made subject to penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

\_\_\_\_\_  
Plaintiff

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

\_\_\_\_\_,  
Plaintiff  
  
vs.  
  
\_\_\_\_\_,  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA  
:  
:  
:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.  
:  
:

**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 divorce is indignities or irretrievable breakdown of the marriage, you may request marriage counseling. A list of marriage counselors is available in the Office of the Prothonotary at the Lawrence County Government Center, Court Street, New Castle, Pennsylvania, 16101.

IF YOU DO NOT FILE A CLAIM FOR ALIMONY, DIVISION OR 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 OR CANNOT AFFORD ONE, GO TO OR TELEPHONE THE OFFICE SET FORTH BELOW TO FIND OUT WHERE YOU CAN GET LEGAL HELP:

Lawyer Referral Service  
Lawrence County Government Center  
430 Court Street  
New Castle, PA 16101  
724-656-1921

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

:

:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

:

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**ACCEPTANCE OF SERVICE**

I hereby accept service of the Complaint in Divorce.

\_\_\_\_\_  
Defendant

\_\_\_\_\_,  
Plaintiff

vs.

\_\_\_\_\_,  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

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:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

:

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**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: ir retrievable breakdown under §3301(c) of the Divorce Code.

2. Date and manner of service of the complaint:

\_\_\_\_\_

3. Date of execution of the affidavit of consent required by §3301(c) of the Divorce Code: by Plaintiff \_\_\_\_\_; by Defendant \_\_\_\_\_.

4. Related claims pending: none.

5. Date Plaintiff's Waiver of Notice was filed with the prothonotary:

\_\_\_\_\_. Date Defendant's Waiver of Notice was

file with the prothonotary:\_\_\_\_\_.

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_,  
Plaintiff

vs.

\_\_\_\_\_,  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

:

:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

:

:

**AFFIDAVIT OF CONSENT**

1. A complaint in divorce under §3301(c) of the Divorce Code was filed on \_\_\_\_\_.
2. The marriage of plaintiff and defendant is irretrievably broken and ninety days have elapsed from the date of the filing and service of the Complaint.
3. I consent to the entry of a final decree of divorce after service of notice of intention to request entry of the decree.

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.

\_\_\_\_\_  
Plaintiff

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

\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

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:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

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\_\_\_\_\_  
Defendant

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

\_\_\_\_\_,  
Plaintiff

vs.

\_\_\_\_\_,  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

:

:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

:

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**WAIVER OF NOTICE OF INTENTION TO REQUEST ENTRY OF A  
DIVORCE DECREE UNDER § 3301(c) OF THE DIVORCE CODE**

1. I consent to the entry of a final decree of divorce without notice.
2. I understand that I may lose rights concerning alimony, division of property, lawyer's fees or expenses 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 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.

\_\_\_\_\_  
Defendant

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



\_\_\_\_\_  
Plaintiff

vs.

\_\_\_\_\_  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

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:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

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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.

\_\_\_\_\_  
Plaintiff

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

\_\_\_\_\_,  
Plaintiff

vs.

\_\_\_\_\_,  
Defendant

:IN THE COURT OF COMMON PLEAS  
:LAWRENCE COUNTY, PENNSYLVANIA

:

:

:No. \_\_\_\_\_ of 20\_\_\_\_, C.A.

:

:DIVORCE DECREE

:Under Section 3301 of the Divorce Code

**DIVORCE DECREE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, it is ORDERED AND  
DECREED that \_\_\_\_\_, Plaintiff and  
\_\_\_\_\_, 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:

\_\_\_\_\_  
Judge