

## **ATTENTION**

### **SERVICE OF ORIGINAL PROCESS**

IF YOU ARE FILING A WRIT OR COMPLAINT WHICH IS CONSIDERED ORIGINAL PROCESS UNDER PA RULE OF CIVIL PROCEDURE 400 AND REQUIRES SERVICE BY THE SHERIFF, PLEASE BE ADVISED THE DELAWARE COUNTY OFFICE OF JUDICIAL SUPPORT (“OJS”) WILL NOT ELECTRONICALLY TRANSFER YOUR PLEADING TO THE SHERIFF’S OFFICE FOR SERVICE.

IF YOU RECEIVE A NOTICE FROM OJS THAT YOUR FILING HAS BEEN APPROVED AND DOCKETED, YOU STILL MUST MAKE ARRANGEMENTS WITH THE SHERIFF’S OFFICE (610-891-4296) TO HAVE ORIGINAL PROCESS SERVED PURSUANT TO THE PENNSYLVANIA CIVIL PROCEDURE RULES PART 1: SERVICE OF ORIGINAL PROCESS, SUBPART A: SERVICE GENERALLY Pa.R.C.P 400 – 405 and/or SUBPART B :SERVICE IN PARTICULAR ACTIONS Pa.R.C.P. 410-412 ; SUBPART C: SERVICE UPON PARTICULAR PARTIES Pa.R.C.P 420-425; SUBPART D SERVICE PURSUANT TO SPECIAL ORDER OF COURT Pa.R.C.P 430; PART II, SERVICE OF LEGAL PAPERS OTHER THAN ORIGINAL PROCESS Pa.R.C.P 440-441