

To obtain a **Certified** copy of a divorce decree:

Please allow one (1) week for a certified decree to be processed & mailed to you prior to contacting the divorce office. **Repeated telephone calls slow down the process.** Thank you in advance for your cooperation.

1. Send **MONEY ORDER** payable to "Prothonotary" for the total amount due (each Certified Copy is \$10.00 (PLEASE NOTE: We do **NOT** accept Personal checks or Credit Cards.
2. Send a "**Stamped, Self-Addressed Envelope**" to return the requested certified copy to you.
3. Include a brief note listing the divorce case number (If available), both parties' names at the time of the divorce and the year the divorce was filed.
4. Mail your request by USPS to:

Prothonotary
1 East 2nd St, Room 23
Coudersport, PA 16915

*****WE DO NOT SHIP FEDEX OR UPS*****

(If you have questions or are unable to provide all the information requested, call the office at 814-274-9740)