



**First Judicial District of Pennsylvania**  
**Philadelphia Family Court 1501 Arch Street**

**INSTRUCTIONS TO OBTAIN CERTIFIED COPIES OF DIVORCE DECREES**  
**For Actions in Divorce Filed in Philadelphia County from 1885 to Present**

EFFECTIVE MARCH 18, 2024, certified copy of a Divorce Decree can be obtained in the Office of the Clerk of Family Court, 1501 Arch Street either in person over-the-counter or by written request via mail.

**Fee to Obtain Certified Copy: \$41.58 PER COPY**

Acceptable payment options are cash, certified check or money order. Certified checks and money order are to be made payable to the Office of Judicial Records. Credit card payments with presentation of identification are accepted in person over-the-counter.

Requests must be accompanied by the following information in order to complete the request and/or conduct a search of Court records.

- Case number assigned to the Divorce Action
- If the case number is not known, provide:
  - the names of husband and wife (married last name); and
  - approximate year of when Divorce Action was filed
- If request is made by mail, send request to:
  - Clerk of Family Court  
11th Floor  
1501 Arch St.  
Philadelphia PA 19102

And include:

  - a self-addressed stamped envelope; and
  - payment of \$41.58 per copy by certified check or money order made payable to *Office of Judicial Records*

Questions concerning this process can be directed to the Office of the Clerk of Family Court at 215-686-[3805](tel:215-686-3805).