

LEGAL NAME CHANGE

***IT IS STRONGLY RECOMMENDED THAT YOU
CONSULT AN ATTORNEY***

DISCLAIMER

THE STAFF IN ANY COURT OFFICE IS UNABLE TO GIVE YOU LEGAL ADVICE. THE INFORMATION IN THIS PACKET IS NOT A SUBSTITUTE FOR PROFESSIONAL LEGAL ADVICE. THE COURT ASSUMES NO RESPONSIBILITY AND ACCEPTS NO LIABILITY FOR ACTIONS TAKEN BY USERS OF THESE DOCUMENTS, INCLUDING RELIANCE ON THEIR CONTENTS.

To File a Petition for an Adult Name Change, Complete the Following:

❖ **NOTE:** If you are seeking a name change for yourself **and** a minor child, there are additional requirements listed in *italics*.

1. Complete the Petition for Name Change in its entirety.
2. If the person seeking the name change is thirteen (13) years of age or older, that person must have a law enforcement department representative place their fingerprints on an official fingerprint card for submission. This card may be obtained at a state police barracks or any local police department. There may be a charge for this service by the police department. This is used to verify that there are no records of criminal convictions under your present name. (*This step is not necessary for any minor child aged twelve (12) and younger.*)
3. File the completed petition and fingerprint card in the Prothonotary's Office located on the 2nd Floor of the Courthouse and pay the applicable filing fee. The Prothonotary's Office will forward the Petition to Court Administration to schedule a date and time for the hearing.
4. After you receive the information on your hearing date and time, you must publish the notice of hearing in the Official Legal Journal of Wayne County, 3305 Lake Ariel Highway, Honesdale, PA 18431, **and** another newspaper of general publication: The Wayne Independent, 220 8th St, Honesdale, PA 18431 or The News Eagle, 303 Main St, Suite C, Hawley, PA 18428. There is a fee for the publication of legal notices.
 - a. **NOTE:** The Notice of Publication must be in typewritten form and **must be published at least thirty (30) days BEFORE the hearing date**. The hearing date must appear in the publication. **You must bring written proof (a copy of the advertisement) of both publications to the hearing.**
5. (*ONLY follow this step if you are petitioning for a name change for yourself and a minor child: If the Petitioner also seeks to change the name of a minor child and only one parent joins in the petition, then the petitioning parent **MUST** either: (a) obtain the written, notarized consent of the other parent, OR (b) promptly send a copy of the petition and Order of Publication to the other parent at his/her last known address by both regular mail and certified mail, return receipt requested.*)
6. Prior to your hearing, an official search of the proper offices of **all counties where you have resided within the past five (5) years** must be conducted. You must get certifications from (1) the Prothonotary's Office verifying that there are no judgments or decrees of record against you and from (2) the Recorder of Deeds Office regarding any mortgages in your name. There are fees associated with requesting these searches. **You are required to bring these certifications to your hearing.**
7. When you appear for the Court hearing at the scheduled date and time, you **MUST** bring with you (a) proof of the publications, (b) the official searches from the Prothonotary's Office and the Recorder of Deeds Office, and (c) *if paragraph 5 applies, the written, notarized consent of the non-petitioning parent or proof of mailing the petition and Order of Publication to the non-petitioning parent.*
8. **IMPORTANT:** Do NOT file the Order for Name Change with the Prothonotary's Office. Bring the **BLANK** order with you to the hearing.

IN THE COURT OF COMMON PLEAS OF THE 22nd JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF WAYNE

IN RE:
CHANGE OF NAME OF

:
:
:
:
:
:
:

No. _____-20____-CIVIL

PETITION FOR CHANGE OF NAME

The Petitioner, _____, requests this Court order a change of name and in support thereof represents the following:

1. Petitioner is an adult individual whose date of birth is _____, and who presently resides at _____ in the County of _____.

2. Joint Petitioner, if there is one, is an adult individual whose date of birth is _____, and who presently resides at _____ in the County of _____.

3. Petitioner is the parent of the following minor children:

____ None; or

NAME

Date of Birth

4. Petitioner desires this change of name for the following reason(s):

5. Please list any residence of the Petitioner (*and minor child(ren)*) for the last five (5) years:

6. There are no judgments or decrees pending against this Petitioner.

7. The Petition is not filed to defraud creditors.

8. The proposed change of Petitioner's name, if granted, will not be detrimental to the interests of any other person and is not against public interest.

9(a). **WHEREFORE**, Petitioner respectfully requests this Court enter an Order changing the name of Petitioner from _____ to _____; and

9(b). **WHEREFORE**, Petitioner respectfully requests this Court enter an Order changing the name of minor child/children from _____ to _____.

Respectfully submitted,

Petitioner

Joint Petitioner (if there is one)

VERIFICATION

I, _____, verify that the facts set forth in the PETITION
(Name of Petitioner)

FOR CHANGE OF NAME are true and correct to the best of my knowledge, information and belief. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

Date

Signature of Petitioner

Print Name of Petitioner

IN THE COURT OF COMMON PLEAS OF THE 22nd JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF WAYNE

IN RE: _____ :
CHANGE OF NAME OF _____ :
_____ :
_____ : No. _____-20____-CIVIL
_____ :

ORDER FOR PUBLICATION

AND NOW, this ____ day of _____ 20____, upon motion of _____, Petitioner, it is **ORDERED** and **DECREED** that the Petition be heard on the ____ day of _____ 20____ at _____ in Courtroom No. 2 at the Wayne County Courthouse, 925 Court Street, Honesdale, PA.

It is **FURTHER ORDERED** that a notice of the filing of the within Petition and of the aforesaid date of hearing be published in the Official Legal Journal of Wayne County, PA and the _____ at least thirty (30) days before the hearing. Proof of publication shall be submitted at the hearing.

It is **FURTHER ORDERED** that an official search be conducted by the county office where the Petitioner resided within the past five (5) years. Proper certification from the Prothonotary's Office verifying that there are no judgments, decrees of record, or any other of the like character against the Petitioner and proper certification from the Recorder of Deeds regarding mortgages shall be submitted to the Court at the hearing.

It is **FURTHER ORDERED** that if the Petitioner seeks to change the name of a minor child, the Petitioner is directed to mail a copy of the petition and this Order by regular and certified mail, return receipt requested to the non-petitioning parent. **IF THE NON-PETITIONING PARENT DOES NOT ATTEND THE HEARING, PROOF THAT THE NON-PETITIONING PARENT**

RECEIVED A COPY OF THE PETITION AND NOTIFICATION OF THE NAME CHANGE HEARING MUST BE SUBMITTED TO THE COURT AT THE HEARING.

BY THE COURT:

cc: Court Administration

IN THE COURT OF COMMON PLEAS OF THE 22nd JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF WAYNE

IN RE:
CHANGE OF NAME OF

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No. _____-20____-CIVIL

ORDER FOR NAME CHANGE

AND NOW, this ____ day of _____, 20____, upon consideration of the Petition of _____ for Change of Name, and it having been determined that the requirements of 54 Pa.C.S. § 701 have been satisfied, and it appearing that there is no lawful objection to the request of the Petitioner, it is hereby **ORDERED** and **DECREED** that the name of Petitioner _____ is hereby changed to _____.

BY THE COURT:

cc: Petitioner

IN THE COURT OF COMMON PLEAS OF THE 22nd JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
COUNTY OF WAYNE

IN RE:
CHANGE OF NAME OF

:
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No. _____-20____-CIVIL

ORDER FOR NAME CHANGE

AND NOW, this ____ day of _____, 20____, upon consideration of the Petition of _____ for Change of Name, and it having been determined that the requirements of 54 Pa.C.S. § 701 have been satisfied, and it appearing that there is no lawful objection to the request of the Petitioner, it is hereby **ORDERED** and **DECREED** that the name of Petitioner _____ is hereby changed to _____.

It is **FURTHER ORDERED** and **DECREED** that the name of the Minor Child(ren) _____ is/are hereby changed to _____.

BY THE COURT:

cc: Petitioner