

“ADULT - NAME CHANGE”
USE NAME CHANGE INSTRUCTIONS
AND FORMS WHEN YOU WANT TO
OBTAIN A COURT ORDER TO CHANGE
YOUR NAME.

IT IS STRONGLY RECOMMENDED THAT YOU CONTACT ATTORNEY CONNECTION AT (717) 854-8755 FOR A LOW-COST INITIAL CONSULTATION WITH AN ATTORNEY BEFORE PROCEEDING ANY FURTHER.

THIS PACKET IS DESIGNED TO HELP PERSONS SEEKING TO REPRESENT THEMSELVES IN COURT WITHOUT THE ASSISTANCE OF AN ATTORNEY. IT IS MEANT TO SERVE AS A GUIDE ONLY. WE DO NOT GUARANTEE THAT EITHER THE INFORMATION OR FORMS WILL ACHIEVE THE RESULT DESIRED BY THE PARTIES OR ENSURE THAT ANY INDIVIDUAL JUDGE WILL FOLLOW THE PROCEDURES EXACTLY OR ACCEPT EACH AND EVERY FORM DRAFTED. ANY PERSON USING THESE FORMS DOES SO AT HIS/HER OWN RISK.

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 CONTENT.

This packet is designed to help persons choosing to represent themselves in court without the assistance of an attorney. It is meant to serve as a guide only. We do not guarantee that either the information or forms will achieve the result desired by the parties. Any person using these forms does so at his/her own risk.

Name Change Packet — Contents and Checklist

INSTRUCTIONS

STEPS AND FORMS

Step 1 Forms to start action:

- **Petition for Name Change**
- **Fingerprint Card & Fingerprints (from Sheriff)**
- **Entry of Appearance as a Self-Represented Party**

Step 2 Filing:

- **FILE** Petition, Entry of Appearance, and Fingerprints with Prothonotary
- **PAY** filing fee

Step 3: Forward Filed Forms to Judge via Prothonotary (who will send it to AOYCC)

- **Filed Forms**
- **Blank Scheduling Order**

Step 4 Hearing:

- **Wait for Judge's Order scheduling hearing to come in the mail**
- **Follow the Judge's Order and complete the list of tasks BEFORE the hearing**
- **Attend the hearing & bring required materials**

LIST OF FORMS:

1. Petition
2. Fingerprint cards (2 sets)
3. Entry of Appearance as Self Represented Party
4. Blank Scheduling Order
5. Form for Notice of hearing to be published in paper
6. Blank Order Granting Name Change

You will need to get the fingerprint cards from the Sheriff's department-(\$8.00 per set).

You will need to get the Proof of Publication Notarized Form from the 2 papers.

You will need to get the record of the lien search (from abstracting company) or attorney.

#1 Fill out Petition & verification and Entry of Appearance Form

#2 Get Fingerprints (Sheriff – 2 Cards-green - \$8.00 per set)

#3 File Petition, Entry of Appearance, & Fingerprints with Prothonotary (1st Floor)
& Pay Filing Fee of \$97.00 as of February 2015

#4 Verify that Prothonotary will forward a copy to the judge

#5 Wait for Order from Judge scheduling the hearing (will come in the mail), then follow
His/Her instructions of tasks to be completed before the hearing

- Publish notice of the hearing & name change in 2 papers AT LEAST 20 DAYS BEFORE the HEARING
- *****NOTE: The papers may need some extra time to get the notice published. In other words, contact the papers AS SOON AS you receive the judge's order with the hearing date so that they are able to get the notice in the paper before the 20 day deadline.*****
- Lien/judgment check (ABSTRACT – approximately \$100.00)
- Bring Proof of Publication to hearing (notarized form by newspapers & Legal Record)
- Bring Birth Certificate to hearing



ATTENTION



THE PUBLIC ACCESS POLICY OF THE UNIFIED JUDICIAL SYSTEM
OF PENNSYLVANIA
204 Pa. Code §213.81

IS EFFECTIVE JANUARY 6TH, 2018

IN ORDER TO FOLLOW THIS RULE, YOU WILL NEED A CONFIDENTIAL INFORMATION FORM, A CONFIDENTIAL DOCUMENT FORM **OR** A CERTIFICATE OF COMPLIANCE FORM WITH **EVERY FORM YOU FILE**

www.pacourts.us/public-records

1. CLICK ON THE LINK ABOVE
2. SELECT THE PUBLIC RECORDS FORMS ICON
3. SELECT FROM THE FOLLOWING:

- **CONFIDENTIAL INFORMATION FORM** (used as a **REFERENCE KEY** for information considered to be confidential within the packet)
 - **ABUSE VICTIM ADDENDUM** (used when there is an **ACTIVE** protective order in place and victim's address is confidential)
- **CONFIDENTIAL DOCUMENT FORM** (used to **SEAL INFORMATION** from public access)
- **CERTIFICATE OF COMPLIANCE** (used to **ACKNOWLEDGE** that you are in compliance with the public access policy when any other form **DOES NOT APPLY**)

4. YOU MUST FILE ONE OF THE PREVIOUS FORMS WITH **EACH DOCUMENT** THAT IS FILED WITH THE PROTHONOTARY'S OFFICE.

CONFIDENTIAL INFORMATION is defined as:

- Minor's Name, Date of Birth (except when charged as defendant in a criminal case)
- IN FAMILY COURT ACTIONS – Abuse victim's contact information, including their employer's name, address and work schedule
- SSN
- Financial Account Numbers (You may use the last 4 digits)
- Driver's License Numbers
- State Identification Numbers

CONFIDENTIAL DOCUMENTS are defined as:

- Financial Source Documents
- Minor's Educational Record
- Medical/Psychological Record
- CYF or CYS Record
- Marital property inventory and pre-trial statement in Divorce proceedings
- Income & Expense Statements in Support action
- Agreement between parties in Divorce proceedings

JUDGES MAY DENY YOUR PETITION FOR FAILURE TO COMPLY WITH THIS POLICY and SANCTIONS MAY BE IMPOSED

STEP BY STEP INSTRUCTIONS FOR FILLING OUT FORMS:

1. Starting the action.

Complete the Petition for Change of Name & get fingerprinted by Sheriff.

A. Completing the Caption

1. The Caption is the top part of the first page of each form. It gives information about the case. The caption contains the name of the party, the docket number, the type of document, and the court's name. The caption looks the same on each form, and you must complete the caption on every form you file.
2. In the first blank, write your current name. The Prothonotary will assign a number to the case upon filing, so you can leave that part blank.

B. Completing the Petition for Change of Name

1. In the first blank after the words "AND NOW, This", write the date that you are filling out the petition. In the blank after the word "Petitioner," write your current name.
In the **paragraph numbered 1**, write your date of birth.
2. In paragraph #2, you must list all of the addresses where you have lived for the last **FIVE YEARS**, starting with the present address. Include the specific dates that you resided at each address.
3. Paragraph # 3 states that there are no judgments or decrees pending against you the petitioner. You will have to have a report completed by either an abstracting company or an attorney and file the report prior to the hearing and/or bring the report to the hearing.

If you have lived in another county in the last 5 years, you will have to have a report completed in that county as well as in York County.

4. In Paragraph #4, write your current name in the first blank. In the second blank, write the new name.
5. Paragraph #5 asks for the reasons you wish to change your name.
6. The "WHEREFORE" paragraph asks you to fill in what you are asking of the Court, so Part a. asks the Judge to schedule a hearing, Part b. asks the Judge to direct that you give notice of the hearing by publication, and Part c. deals with the name change itself.

In the line labeled "c." print your current name in the first blank and the new name to which you wish to change your name in the second blank.

7. Date and sign the petition. The Verification indicates that you are swearing that all of the information in the Petition is true and you understand that you are subject to penalties if you were untruthful.

C. Completing the Entry of Appearance as a Self-Represented Party Form

1. Complete the caption just as you did on the other forms. In Paragraph #1, print your name and mark that you are the plaintiff in this case.
2. If you previously had an attorney in this case but are now choosing to represent yourself, you must complete one of the two parts of Paragraph #2. Then move on to Paragraph #3.
3. If you have never had an attorney in this case, then skip to Paragraph #3 and complete your current mailing address and other requested information.
4. Sign and date the form.
5. You must file this Entry of Appearance as a Self-Represented Party form with your Petition for Name Change and fingerprints (if applicable).
6. You must file a new form EVERY TIME YOUR ADDRESS CHANGES.

D. Get Fingerprints

1. Go to Sheriff's Department located on the 1st floor of the York County Judicial Center. Get Green fingerprint cards & get fingerprinted by sheriff (You need 2 sets & they are \$8.00 each)

2. Filing the Petition and the Fingerprints

- A. Make 3 copies of the Petition for Change of Name & Entry of Appearance.
- B. Take the originals and the 3 copies, along with your fingerprints to the Prothonotary for filing (located on the 1st floor of the York County Judicial Center)
- C. Pay the filing fee.
- D. The Prothonotary will time-stamp all of the copies; the Prothonotary will keep the originals & 1 set of copies & return the other copies to you.

3. Forward Petition to Judge via Court Administration (AOYCC)

- A. Verify with the Prothonotary that they will forward one clocked-in copy of the filed form (petition) along with a blank scheduling order and the blank order granting the name change to AOYCC (Court Administration - 4th Floor) for assignment to a Judge. AOYCC will send the paperwork to the judge. The judge will review the pleading & issue an order scheduling a hearing. A copy of the scheduling order will be mailed to you at the address you provide in the paperwork.

WAIT FOR JUDGE'S ORDER TO COME IN THE MAIL. THE ORDER WILL SCHEDULE THE HEARING AND OUTLINE ALL THE TASKS YOU ARE REQUIRED TO COMPLETE BEFORE THE HEARING.

PAY CAREFUL ATTENTION TO THE JUDGE'S ORDER.

Be sure to contact the publishing companies well in advance of the 20 days to ensure that they are able to publish the notice in time. The papers may need a week or more advance warning before they are able to get your notice in.

York Dispatch Contact Info:

Legal Department 717-505-4766

Request can be emailed at legals@ync.com or faxed to (717) 767-3443

The Price is \$2.70 Per Line, same charge per day.

Requests can be hand written.

Approximate cost:\$99.00

York Legal Record Contact Info:

www.yorklegalrecord.com

(717) 854-8755

Approximate cost: \$95.00

One option for a records/lien check is York Abstracting Company

York Abstracting Company, LLC (YACO)

30 North George Street

York, PA 17401

(717) 846-8846

Approximately \$125.00

* Only York County abstracts can be done through here*

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF _____ : No. _____/UW/aaaaaaaaaaaaaaaa
PETITION FOR CHANGE OF NAME OF _____ :
_____ : CIVIL ACTION – LAW
_____ :

PETITION FOR CHANGE OF NAME

AND NOW, this _____ day of _____, 201__, Petitioner
_____ requests that this Court order a change of the
petitioner’s name, pursuant to 54Pa.Cons.Stat.Section 701, et seq., and in support thereof
makes the following averments:

1. The Petitioner was born on _____, 19 ____ and is over the
age of eighteen years.
2. During the **five years** preceding the filing of this petition, the petitioner has resided in
the following places:

CURRENT ADDRESS:

<u>DATE</u>	<u>ADDRESS</u>
to Present	

PREVIOUS ADDRESSES FOR THE LAST FIVE YEARS:

<u>DATE FROM</u>	<u>DATE TO</u>	<u>ADDRESSES</u>
_____	-	_____
_____	-	_____
_____	-	_____

3. There are no judgments or decrees pending against the petitioner.

4. The Petitioner requests that his/her name be changed from _____ to _____.

5. The reasons for this requested change of name are _____

WHEREFORE, the petitioner respectfully requests that this Court:

- a. Schedule a hearing on this Petition;
- b. Direct that notice be given of the filing of this Petition and the date of hearing;
- c. Enter an order changing his/her name from _____ to _____.

VERIFICATION

I, _____, verify that the facts set forth in the foregoing document are true and correct to the best of my information, knowledge, and belief. I understand that false statements herein are made subject to the penalties of 18Pa.C.S.§4904 relating to unsworn falsification to authorities.

Date: _____

Petitioner's Signature

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR CHANGE OF NAME OF

Case No. _____-SU-_____

Case Type:

OTHER: Petition for Change of Name

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

1. I, _____ (printed name), represent myself as the
Petitioner in this case.

2. REMOVAL OR WITHDRAWAL OF COUNSEL OF RECORD (if applicable)

Remove _____, Esq. as my attorney in this case.

or

Withdraw my appearance for the filing party in this case. My client has been provided with all orders requiring any action to be taken by the client. I hereby certify that this change is not intended to, nor will it, delay this proceeding to the best of my knowledge, information and belief.

Printed Name: _____, Esq. Attorney ID No.: _____

Signature: _____ Date Signed: _____

3. All pleadings and legal papers can be served on me at the address listed below:

Address Line 1: _____

Address Line 2: _____

City, State, Zip: _____

Telephone: (____) _____ FAX: (____) _____

Email Address: _____

4. I understand that I have a continuing obligation to provide current contact information to the Court, to other self-represented parties, and to attorneys of record in this case.

Signature: _____ Date Signed: _____

THE PARTY FILING THIS ENTRY OF APPEARANCE MUST PROVIDE NOTICE BY SENDING A COPY TO ALL PARTIES AND ATTORNEYS, INCLUDING ANY ATTORNEY REMOVED FROM THE CASE IN SECTION 2 ABOVE.

**IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA
CIVIL DIVISION**

**IN THE MATTER OF
PETITION FOR CHANGE OF NAME:**

No. _____ -SU- _____

CIVIL ACTION- LAW

ORDER SCHEDULING HEARING AND DIRECTING NOTICE BY PUBLICATION

AND NOW, this ____ day of _____, 20____, upon consideration of the Petition for a Change of Name filed in the above-captioned matter, it is hereby ORDERED and DIRECTED that a hearing on Petition for a Change of Name shall be scheduled for _____, 20____, at _____ .M. in Courtroom No. _____ of the York County Judicial Center, 45 North George Street York, Pennsylvania, before the Honorable _____.

Petitioner(s) shall give at least twenty (20) days notice of the filing of the Petition for Change of Name and the date, time and location of the hearing by:

1. Publishing the notice:

(a) in the *York Legal Record*; and

(b) in the newspaper of general circulation in York County (e.g. the *York Dispatch* or the *York Daily Record*)

2. Sending the notice by certified mail, return receipt requested, and by first class mail on any non-petitioning parent of a child whose name may be affected by the proceedings.

At the scheduled hearing, Petitioner shall provide the Court with:

1. Proof of publication of the notice as directed above; and
2. The official searches from the Office of the Prothonotary and the Office of Recorder of Deeds showing whether there are any judgments, decrees of record, liens, or other similar matters against the Petitioner:
 - a. from the County in which the Petitioner resides; and
 - b. from all other counties where Petitioner has resided within five (5) years prior to the date the Petition was filed.
3. Evidence that a petition for Name Change and a set of fingerprints have been filed with the Office of the Prothonotary.

See 54 Pa.C.S.A. §§701, 702, and Y.C.Civ. 5730 for the law pertaining to name changes.

The Prothonotary is directed to enter this order as required by law.

BY THE COURT

JUDGE

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF : No. _____-SU-_____
PETITION FOR CHANGE OF NAME OF :
_____ : **CIVIL ACTION – LAW**
: _____ :
:

NOTICE

Notice is hereby given that on the _____ day of _____, 20____, the Petition of _____ was filed in the York County Court of Common Pleas at No. _____ a ____/UW/aaaaaaaaaaaaaaaaaaaa, seeking to change the name of Petitioner from _____ to _____ . The Court has fixed _____, 20____, at _____ A.M. / P.M. in Courtroom # _____ in the York County Judicial Center, 45 N. George Street, York, Pennsylvania 17401 as the date for hearing of the Petition. All persons interested in the proposed change of name may appear and show cause, if any they have, why the prayer of the Petitioner should not be granted.

This is the template for the PUBLISHING COMPANIES ONLY! This DOES NOT get filed with the Prothonotary's Office

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR CHANGE OF NAME OF

: No. _____-SU-_____
:
: **CIVIL ACTION – LAW**
:

ORDER GRANTING CHANGE OF NAME

AND NOW, this _____ day of _____, 20__, upon consideration of the attached petition of _____ for change of name, and upon presentation of proof of publication of notice as required by law, with proof that there are no judgments or decrees of record or any other matter of like character against petitioner, and it appearing that there is no lawful objection to the request of the petitioner, it is hereby ORDERED that the name of petitioner _____ is changed to _____.

BY THE COURT:

J.