

“NAME CHANGE –MINOR CHILD”

USE NAME CHANGE INSTRUCTIONS AND FORMS WHEN YOU WANT TO OBTAIN A COURT ORDER TO CHANGE THE NAME OF YOUR MINOR CHILD.

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.

(REVISED February 2020)

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.

Contents and Checklist — Packet: Name Change for a Minor

INSTRUCTIONS

STEPS AND FORMS

Step 1 Forms to start action:

- **Petition for Name Change**
- **Fingerprint Card & Fingerprints (from Sheriff) (if child is age 13 & older)**
- **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 AOYCC (Court Administration)

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

If the other parent agrees to the name change, you should have that parent sign the “CONSENT FOR CHANGE OF NAME (MINOR CHILD) FORM” in the presence of a NOTARY PUBLIC. File that form with the Prothonotary and bring a copy with you to the hearing.

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) **(if child is 13 or older)**
3. Entry of Appearance as Self Represented Party
4. **NOTARIZED** Consent of non-petitioning parent
5. Blank Scheduling Order
6. Form for Notice of hearing to be published in paper
7. Affidavit of Service of Certified Mail of Notice of Hearing for non-petitioning parent
8. Affidavit of Service of 1st Class Mail of Notice of Hearing for non-petitioning parent
9. Blank Order Granting Name Change

You will need to get the fingerprint cards from the Sheriff's department-(about \$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.
You will need to send the notice of the hearing by certified mail **& also** by 1st class mail to non-petitioning parent if name change is for a minor child & you must file proof of service.

#1 Fill out Petition & verification & 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 \$104.00

#4 Verify that Prothonotary will forward a copy to the judge or take a copy to AOYCC (4th Floor)

#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 \$125.00) (if child is 13 or older)
- Bring Proof of Publication to hearing (notarized form by papers)
- Bring Birth Certificate to hearing
- Bring Custody Order to hearing, if applicable
- Bring **NOTARIZED** signed consent form from other parent if possible
- Bring proof that you served notice of the hearing to the non-petitioning parent by both Certified & First Class Mail (**Affidavits of Service**)

STEP BY STEP INSTRUCTIONS FOR FILLING OUT FORMS:

1. Starting the action.

Complete the Petition for Change of Name & get child fingerprinted by Sheriff. Fingerprints are required if he/she is 13 years old or older.

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 the minor's 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 name.

In the blank after the words "minor child," write the minor's current name (the line is labeled "Child's Name" under the line)

In the **paragraph numbered 1**, write your date of birth, and then indicate whether you are the natural MOTHER or FATHER of the minor child.

2. In paragraph #2, write the minor child's age in the first blank and the child's date of birth in the second blank (month/day/year).
3. In paragraph #3, you must list all of the addresses where the minor child has lived for the last **FIVE YEARS**, starting with the present address. Include the dates that the child resided at each address.
4. Paragraph # 4 states that there are no judgments or decrees pending against the minor child. If the child is 13 years old or older, 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. In most cases if the minor is 12 years old or younger, the Court will waive the requirement for an official search of judgments and liens.

If the child has 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.

5. In Paragraph #5, write the minor's current name in the first blank. In the second blank, write the new name.
6. Paragraph #6 asks for the reasons you wish to change the minor child's name.

7. 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.” write the child’s current name in the first blank and the name you wish to you change the minor child’s name to in the second blank.

8. 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 if Minor Child is Age 13 or Older

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 the minor’s fingerprints to the Prothonotary for filing (located on the 1st floor of the York County Judicial Center) & pay filing fee.

3. Forwarding the 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 & the blank order granting the name change to AOYCC (Court Administration) for assignment to a Judge. AOYCC will send the paperwork to the judge and

the judge will review the pleading and issue an order scheduling a hearing. A copy of the judge's order scheduling the hearing will be mailed to you at the address you provided in the paperwork.

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

PAY CAREFUL ATTENTION TO THE JUDGE'S ORDER.

4. Serving the Non-Petitioning Parent Notice of the Hearing

- A. If the petitioner seeks to change the name of a minor child and only one parent joins the petition, then the petitioning parent must send notice of the hearing to the other parent & file proof of that service.
1. Go to the Post Office and send a copy of the notice of the hearing to the other parent by **both regular first class mail** and by **certified, restricted delivery, return receipt requested.** The other parent must be the one who signs the green card.
 2. Complete & file the Affidavit of Service of First Class Mail with the Prothonotary.
 3. Complete & file the Affidavit of Service of Certified Mail with the Prothonotary & **attach the green return receipt and the green and white postal receipt** to the affidavit. **Remember:** the other parent must have signed the green postal card.
 4. Make a copy of both affidavits and receipts to keep for your records. Bring these clocked-in copies with you to the hearing.

IF THE OTHER PARENT AGREES TO THE NAME CHANGE, have the other parent sign the "Consent for Change of Name (Minor Child)" form in the presence of a notary public.

COMPLETING THE "CONSENT FOR CHANGE OF NAME (MINOR CHILD)"

1. Insert the minor child's full legal name in the caption at the top.
2. In the first blank after the words, "I, *(full legal name)*," print the other parent's name.
3. Check the appropriate box indicating whether the other parent is the birth or legal mother or father of the child.
4. List the child's current name and new name on the next lines.
5. Consenting, non-petitioning parent must sign the form in the presence of a notary public & show I.D.

File the consent form with the Prothonotary & bring a copy along to your hearing.

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 888-516-9220

Request can be emailed at ync-legals@mediaonepa.com

Requests can be hand written.

Approximate cost: \$99.00

York Legal Record Contact Info:

Go to www.yorkbar.com click "York Legal Record", click "About the YLR", click "Advertising in the "YLR", click "Legal Notices" and click "Change of Name Form"

QT click on the link below<

https://cdn.ymaws.com/www.yorkbar.com/resource/collection/0946DA13-E6AC-492E-AAF1-518BBB27CE8E/Change_of_Name_Form_writeable.pdf

(717) 854-8755

Approximate cost: \$95.00

IF THE CHILD IS 13 YEARS OF AGE OR OLDER

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. _____-SU-_____
PETITION FOR CHANGE OF NAME OF :
 : **CIVIL ACTION – LAW**
 :
_____, :
A MINOR :

PETITION FOR CHANGE OF NAME FOR MINOR CHILD

AND NOW, This _____ day of _____, 20____, Petitioner

_____, on behalf of minor child
(Your Name)

_____, requests that this Court order a change of the
(Child's Name)

minor child'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 _____, _____, is over the age of eighteen years, and is the natural _____ of the minor child.
(mother / father)

2. The minor child is _____ years old. _____
(Child's Date of Birth)

3. During the **five years** preceding the filing of this petition, the minor child has resided in the following places:

CURRENT ADDRESS:

DATE

ADDRESS

to Present

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:

Petition for Change of Name for Minor

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

IN THE MATTER OF
PETITION FOR CHANGE OF NAME OF

A MINOR

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

CONSENT FOR CHANGE OF NAME (MINOR CHILDREN)

I, (*full legal name*) _____, being sworn, certify that
the following information is true:

I am the birth or legal father mother of the minor child(ren) named in this
case, and I give consent for the following name changes:

Minor child(ren)'s complete present name(s): Minor children's name(s) to be changed to:

I verify that the facts set forth in the foregoing Consent for Name Change of Minor Child(ren) 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: _____

By: _____
Signature of Consenting Parent

Address:

Telephone: _____

Printed Name of Consenting Parent

COMMONWEALTH OF PENNSYLVANIA

On the _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within document, and acknowledged that he/she executed the same for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Notary Public

**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

_____,
A MINOR

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 Minor's 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 _____.

Because the minor is 12 years of age or younger, the Court hereby waives the fingerprint requirement in 54 Pa.C.S.A. §702, and requirement of official searches of judgments, decrees of record and liens in 54 Pa.C.S.A. §5105.

Because the minor is 13 years of age or older, the fingerprint requirement in 54 Pa.C.S.A. §702 and the requirement of official searches of judgments, decrees of record and liens in 54 Pa.C.S.A. §5105 are not waived and are required as ordered below.

Petitioner shall give at least twenty (20) days notice of the filing of the Petition for a 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, restricted delivery, 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 birth certificate of any minor child seeking said name change;
3. 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.
4. Evidence that a petition for Name Change and a set of fingerprints have been filed with the Office of the Prothonotary, if the minor is 13 years of age or older.

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**
 :
_____, :
A MINOR :

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. _____-SU-_____, seeking to change the
name of minor child 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 Petition 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 NAME CHANGE OF

No. _____ -SU- _____

_____,
A MINOR

CIVIL ACTION – LAW

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL

I, _____, hereby verify that
(Name of Petitioner)

on _____ day of _____, 20____, I served the other parent with a true and correct copy of the
(Date) (Month)

Notice of Name Change Hearing, which petition was filed on _____ by the
(Date of filing of petition)

following method:

Service was made by **United States Postal Service**, certified, postage prepaid, restricted delivery, return receipt requested to the non-petitioning parent, on the _____ day of _____, 20____. The return receipt (postal green card) signed by the non-petitioning parent and the receipt from the Post Office are attached hereto.

I verify that the statements made in this Affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsifications to authorities.

Date

Signature of Petitioner

Print Name

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR NAME CHANGE OF

No. _____ -SU- _____

_____,
A MINOR

CIVIL ACTION – LAW

AFFIDAVIT OF SERVICE BY FIRST CLASS MAIL

I, _____, hereby verify that on the
(Name of Petitioner)

_____ day of _____, 20____, I served non-petitioning parent _____
(Date) (Month)

with a true and correct copy of the Notice of Hearing on Name Change by the following method:

Service was made by **United States Postal Service**, first class mail, postage prepaid, to the
non-petitioning parent, on the _____ day of _____, 20_____.

I verify that the statements made in this Affidavit are true and correct. I understand that false
statements herein are made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsifications to
authorities.

Date

Signature of Petitioner

Print Name

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**
 :
 _____,
A MINOR

ORDER GRANTING CHANGE OF NAME

AND NOW, this _____ day of _____, 20____, upon consideration of the attached petition of _____ for change of name of minor child _____, 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 minor child _____ is changed to _____.

BY THE COURT:

J.