

“NAME CHANGE”
USE NAME CHANGE INSTRUCTIONS
AND FORMS WHEN YOU WANT TO
OBTAIN AN ORDER TO CHANGE YOUR
NAME.

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

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)**

Step 2 Filing:

_____ **FILE Petition and Fingerprints with Prothonotary**

_____ **PAY filing fee**

Step 3: Forward Filed Forms to Judge via Court Administration

_____ **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. Blank Scheduling Order
4. Form for Notice of hearing to be published in paper
5. 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

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

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

#4 Take copies to 4th Floor Court Administration, along with blank scheduling order

#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 before the 20 day deadline.*****
- Lien/judgment check (ABSTRACT – approximately \$100.00)
- Bring Proof of Publication to hearing (notarized form by paper)

STEP BY STEP INSTRUCTIONS FOR FILLING OUT FORMS:

1. Starting the action.

Complete the Petition for Change of Name & get fingerprints 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 your present address. Include the dates that you resided at each address.
3. Paragraph # 3 states that there are no judgments or decrees pending against 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. Get Fingerprints

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

2. Filing the Petition and the Fingerprints

- A. Make 3 copies of the Petition for Change of Name.
- 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 & return the copies to you.

3. Forward Petition to Judge via Court Administration

- A. Take one time-stamped copy of the filed form (petition) along with a blank scheduling order and the blank order granting the name change to Court Administration (4th floor) for assignment to a Judge. Court Administration 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 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 York Legal Record 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 only be emailed at legals@ync.com or faxed (717) 767-3443

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

*Request can be hand written.

York Legal Record Contact Info:

(717) 854-8755

*Select Option #2

*www.yorklegalrecord.com

*Approximate cost: \$90.00

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

York Abstracting Company, LLC (YACO)

30 North George Street

York, PA 17401

846-8846

Approximately \$100.00

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF _____ : No. _____
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:

DATE

ADDRESS

PREVIOUS ADDRESSES FOR THE LAST FIVE YEARS:

DATE

ADDRESSES

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.

Petitioner's Signature

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

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

ORDER SCHEDULING HEARING AND DIRECTING NOTICE BY PUBLICATION

AND NOW, this _____ day of _____, 20____, upon the motion of the petitioner, it is ORDERED that a hearing on the Petition for a Change of Name is fixed for _____, 20____, at _____ .M., in Courtroom / Hearing Room # ____ of the York County Judicial Center, 45 North George Street, York, Pennsylvania, 17401.

The Petitioner is directed to give notice of the filing of the petition and of the date of the hearing by publication in two newspapers of general circulation in this County, one of which may be the official paper for the publication of legal notices in this county.

BY THE COURT:

J.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF : No. _____
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. _____, 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.

IN THE COURT OF COMMON PLEAS OF YORK COUNTY, PENNSYLVANIA

IN THE MATTER OF
PETITION FOR CHANGE OF NAME OF

: No. _____
:
: **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.