

HOW TO FILE A PETITION FOR A NAME CHANGE

JUDGE HENRY S. KENDERDINE, JR.



COURT SELF HELP CENTER

Disclaimer by the Court of Common Pleas of Lancaster County, Pennsylvania

Neither the staff in the Center nor the staff in any Court office will be able to give you legal advice or help you fill out/complete the forms. The information in the packets 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. If you want to obtain the services of an attorney but do not know whom to contact, you may call the Lawyer Referral service at (717) 393-0737.

Revised 05-2024

STOP!!!

YOU MUST READ THIS INFORMATION *BEFORE* YOU

START TO FILL OUT ANY FORMS IN THE PACKET!

Beginning on January 6, 2018, all filings in the Lancaster County Court of Common Pleas must be in compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* and Lancaster County Rules of Judicial Administration, Rule 520. There are links to the Policy and the Rule on the Court's website, www.court.co.lancaster.pa.us

How does this impact my filing?

First, beginning on January 6, 2018, if the document you are filing does NOT contain any Confidential Information or have Confidential Documents attached (see list below), you must file a Certificate of Compliance with your filing. A copy of a Certification is attached. (Form 1)

Second, if the document you are filing contains any Confidential Information, you must complete and file the Confidential Information Form (CIF); a copy of this form is attached. (Form 2) Under Section 7 of the Public Access Policy the information listed below is considered Confidential Information, and it shall not be included on any form included in the packet. If the forms in your packet require you to include any of this information, you must put the information on the CIF and use the Alternative Reference suggested on the CIF on the form in the packet. **DO NOT PUT THE CONFIDENTIAL INFORMATION ON THE FORM ITSELF; THE CONFIDENTIAL INFORMATION MUST APPEAR ONLY ON THE CIF.**

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information, including employer's name, address and work schedule, in family court actions as defined by Pa. R.C.P. No. 1931(b) except for victim's name

Finally, if you have attached any of the following documents to your filing, you must complete the Confidential Document form (Form 3) and file it with your pleading:

1. Financial Source Documents
2. Minors Educational Records
3. Medical/Psychological Records
4. Children and Youth Services' Records
5. Marital Property Inventory and Pre-Trial Statement (see Pa.R.C.P. No. 1920.33)
6. Income and Expense Statement (see Pa. R.C.P. No. 1910.27(c))
7. Agreement between the Parties (see 23 Pa.C.S. sect 3105)

The Court or custodian is not required to review or redact any filed document for compliance with this policy. Failure to comply may lead to imposed sanctions.

(Rev. 7/1/2018)

CERTIFICATE OF COMPLIANCE

Docket No. _____

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature _____

(Attorney or pro se litigant)

Print Name _____

Attorney No. (if applicable) _____

**CONFIDENTIAL
INFORMATION
FORM**



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 1</p> <p>Alternative Reference: FAN 1</p> <p>Alternative Reference: DLN 1</p> <p>Alternative Reference: SID 1</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of ____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN 2</p> <p>Alternative Reference: FAN 2</p> <p>Alternative Reference: DLN 2</p> <p>Alternative Reference: SID 2</p>

**CONFIDENTIAL
INFORMATION
FORM**



Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

**CONFIDENTIAL
INFORMATION
FORM**



Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>

**CONFIDENTIAL
INFORMATION
FORM**



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. “Financial Account Numbers” include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors’ names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). “Minor” is a person under the age of eighteen.
6. Abuse victim’s address and other contact information, including employer’s name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim’s name. “Abuse Victim” is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Instructions for Completing the Abuse Victim Addendum: The Abuse Victim Addendum shall accompany a filing where confidential information is being provided by an abuse victim, as defined in this policy, **in family court actions** (see Pa.R.C.P. No. 1931(a)), **as required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter.** This addendum, and any additional pages, shall only be provided to the court and shall remain confidential. The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV 1 Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV 1 Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV 1 Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV 1 Other contact information

Attach additional page(s) if necessary.

**CONFIDENTIAL
INFORMATION
FORM**



Abuse Victim Addendum

Additional page (if necessary)

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

Type of Family Court Action		
Divorce, Annulment, Dissolution of Marriage	Child Custody	
Support	Paternity	Protection from Abuse
This Information Pertains to:	Confidential Information:	References in Filing:
<hr/> (full name of abuse victim)	AV Address: <hr/>	Alternative Reference: AV __ Address
<hr/> Docket/Case No. of Protection Order	AV Employer's Name & Address: <hr/>	Alternative Reference: AV __ Employer's Name & Address
<hr/> Court/County	AV Work Schedule: <hr/>	Alternative Reference: AV __ Work Schedule
	AV Other contact information: <hr/>	Alternative Reference: AV __ Other contact information

CONFIDENTIAL DOCUMENT FORM



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania

204 Pa. Code § 213.81

www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____, _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Document Form shall accompany a filing where a confidential document is required by law, ordered by the court, or is otherwise necessary to effect the disposition of a matter. This form shall be accessible to the public, however the documents attached shall not be publicly accessible, except as ordered by a court. The documents attached will be available to the parties, counsel of record, the court, and the custodian.

Please only attach documents necessary for the purposes of this case. Complete the entire form and check all that apply. This form and any additional pages must be served on all unrepresented parties and counsel of record.

Type of Confidential Document	Paragraph, page, etc. where the confidential document is referenced in the filing:
Financial Source Documents	
Tax Returns and schedules	
W-2 forms and schedules including 1099 forms or similar documents	
Wage stubs, earning statements, or other similar documents	
Credit card statements	
Financial institution statements (e.g., investment/bank statements)	
Check registers	
Checks or equivalent	
Loan application documents	
Minors' educational records	
Medical/Psychological records	
Children and Youth Services' records	
Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33	
Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)	
Agreements between the parties as used in 23 Pa.C.S. §3105	

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____



Instructions for Completing the Confidential Document Form

The following documents are confidential and shall be filed with a court or custodian with the “Confidential Document Form”:

1. Financial Source Documents as listed on the form
2. Minors’ educational records
3. Medical/Psychological records are defined as “records relating to the past, present, or future physical or mental health or condition of an individual”
4. Children and Youth Services’ records
5. Marital Property Inventory and Pre-Trial Statement as provided in Pa.R.C.P. No. 1920.33
6. Income and Expense Statement as provided in Pa.R.C.P. No. 1910.27(c)
7. Agreements between the parties as used in 23 Pa.C.S. § 3105

For each confidential document, list the paragraph, page, etc. where the document is referenced in the filing. Please note, this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.)

- **Please only attach documents necessary for the purposes of this case.**
- Complete the entire form and check all that apply.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party’s or attorney’s failure to comply shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed; a magisterial district court may do so upon request or its own initiative. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

I. INTRODUCTION

The procedures for obtaining a legal name change are noted below. **However, it is strongly recommended that you consult an attorney.**

COURT-STAFFED OFFICES IN THE COURTHOUSE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE.

If you decide to represent yourself in this action (known as “pro se”), it will take a lot of time, and cause you difficulty, confusion, and frustration. You **MUST** follow the Rules and Procedures, both state and county, as are required for attorneys. The Court will not allow you to skip any procedure because you “**did not know how or when**” to do something in your name change action. This packet is not to be a substitute for professional legal advice tailored to a specific fact situation.

Also, the Judges WILL NOT be available to you to provide advice or guide you through the proceedings. You are NOT ALLOWED to contact Judges except for filing official paperwork or appearing in court proceedings.

If you feel you need an attorney, you may contact the **LANCASTER BAR ASSOCIATION**, at 717/393-0737.

PLEASE NOTE - DO NOT SUBMIT AN INCOMPLETE PETITION. IF YOUR PETITION DOES NOT CONTAIN ALL OF THE REQUIRED INFORMATION, IT WILL BE REJECTED BY THE COURT. IF THE PETITION IS REJECTED, YOU MAY BE REQUIRED TO RE-FILE YOUR PETITION AND PAY THE FILING FEE AGAIN.

LEGAL NAME CHANGE PROCEDURE

II. FILING PROCEDURE:

1. The statute governing judicial changes of name is 54 Pa. C.S.A. §701-704. To start a name change procedure, you will need to submit a completed Name Change Petition (form 1), a Fingerprinting Order (form 2) and an Order scheduling a hearing (form 3A -for the name change of an adult or form 3B - for the name change of a minor). You must also fill out and submit with your Petition, the Civil Cover Sheet (form 4), a Court Administration Cover Sheet (form 5) and the State AOPC Cover Sheet (form 6).
2. When you have completed your original Petition, you need to make two copies of the Petition, the Fingerprinting Order and the Scheduling Order. If you are filing a Petition to change the name of a minor, you will need an additional copy of the Petition and Scheduling Order to send to the non-petitioning parent. You will only need one of each of the Civil Cover Sheet, Court Administration Cover Sheet and the State AOPC Cover Sheet.
3. The original Petition with two copies, both Orders, the Cover Sheets, three self-addressed stamped envelopes and filing fee of \$191.00 (cash, check or money order) is taken to the Prothonotary's Office located on the second floor of the Main Courthouse Building. **The filing hours for the Prothonotary's Office are 8:30 a.m. - 4:30 p.m. Monday through Friday.**
4. The Prothonotary's Office will forward your Petition to the Business Judge who reviews the Petition and signs the Fingerprinting Order (form 2). The Prothonotary's Office will send one copy of the Petition and signed Fingerprinting Order to you in one of the self-addressed, stamped envelopes.
5. Upon receipt of the Fingerprinting Order, you must get fingerprinted. Fingerprints must be taken at the local police department which serves the city, borough, or township where you reside. You may go to the Pennsylvania State Police barracks for this purpose **ONLY** if your municipality is not served by a local police department.

6. It will be necessary to make an appointment with the appropriate police department to obtain your fingerprint card because a person qualified to take fingerprints is not always present at the police station due to other responsibilities. Some local police agencies may charge a fee for this service.
7. Your completed Fingerprint Card, with a copy of your Petition and Fingerprinting Order, must be mailed to the Court Administration Office, 50 North Duke St., P.O. Box 83840, Lancaster, PA 17602-3480.
8. Court Administration will forward the Petition and Fingerprinting Order and fingerprint card to the Pennsylvania State Police Records Identification Division for review. When the Pennsylvania State Police Records Identification Division's review is completed, a report is mailed to the Prothonotary's Office.
9. The Prothonotary's Office will forward the original Petition and Fingerprinting Order to the Court Administration Office to schedule a hearing. The hearing will not be scheduled in fewer than 45 days to allow time for publication.
10. The Petition and Order (form 3A or 3B) scheduling a hearing is forwarded to the Business Judge for review. The Petition and Order are then returned to the Prothonotary's Office, and a copy is returned to you in the second self-addressed, stamped envelope.
11. After you receive the information on your hearing date and time, you must publish the notice of the hearing (form 7) in two newspapers of general circulation in the county where the Petitioner resides or a county contiguous to that county. One of the publications may be in the official paper for the publication of legal notices in the county. Papers do charge a fee for the publication of legal notices; fees and publication deadlines vary from paper to paper, so please check with the paper before publication. See cover letters (form 8) to accompany your publication notice. Each publisher will provide you with proof of publication; you must bring the original of each of these proofs with you to the hearing.
12. If you are filing a Petition to change the name of a minor, you must also provide notice of the date set for the hearing to any non-petitioning parent of a child whose name may be affected by the proceedings. as provided in 54 Pa.C.S.A. §701(a.1)3(B)(iii). It is suggested that you send notice to the non-petitioning parent via certified mail and regular mail. You must provide proof at the hearing that the non-petitioning parent received a

copy of the Petition and Order scheduling the hearing (form 10).

13. Prior to your hearing, you must conduct an official search of the proper offices of the counties where the petitioner has resided within the past 5 years, including the Lancaster County Prothonotary's Office, Clerk of Court's Office and the Recorder of Deed's Office. You must obtain signed certifications from these offices dated no more than two (2) days prior to the hearing showing that there are no judgments, decrees of record or other similar matters against the petitioner. The following instructions are for obtaining these searches from the Lancaster County offices:

Prothonotary's Office: Attached is a copy of the Certification (form 11) which will be completed by the Prothonotary after a staff person conducts a search of your name. The fee for certifying a search in this office is \$25.75, payable by cash, check or money order. You need to submit the request for the search at least 48 hours before you wish to get the results of the search from them.

Recorder of Deeds' Office: In this office you must conduct your own search and prepare your own Certification; you do not need to give them any advance notice to complete the search. The office has copies of their certification forms. The Recorder of Deeds Office will charge a fee of \$10.00, payable by cash or check, for the official signature on the Certification. This office is located at 150 N. Queen St., Lancaster, PA 17603.

Clerk of Court's Office: Attached is a copy of the Certification (form 12) which will be completed by the Clerk of Court's Office after a staff person conducts a search of your name. The fee for a criminal records search and certifying the search in this office is \$21.50, payable by cash or money order. You need to give this office at least 48-72 hours notice to complete the search. You may submit the request by calling (717)299-8275.

14. On the day of your hearing, you must have the **originals** of the proofs of publications with your Affidavits (form 9) (provided to you by the publishers), the signed Certifications of name searches, and a proposed Decree (form 13A - for an adult) or (form 13B - for a minor).
15. At the hearing, be prepared to testify under oath regarding all of the information contained in the Petition and accompanying documents.
16. When everything has been completed according to the Statute, and after the hearing is held, the Decree will be issued, if approved by the Judge. This will be mailed to you in the third self-addressed, stamped envelope.

III. PROCEDURE CHECKLIST:

STEP ONE:

- Original and two copies of the Petition (form 1), Fingerprinting Order (form 2) and Order for hearing (form 3A or 3B); if filing on behalf of a minor, you need original plus 3 copies of Petition and Scheduling Order.
- A Civil Cover sheet (form 4), a Court Administration cover sheet (form 5) and State AOPC cover sheet (form 6).
- The money order, cash, or cashier's check for the current filing fee and three (3) self addressed stamped 9x12 envelopes with enough postage to cover the cost of mailing **all** of the copies to you.

STEP TWO:

- Upon receiving your Fingerprinting Order, go get your fingerprints.
- Upon receiving your fingerprints, submit to the Court Administrator's Office.
- Upon receiving the Order for hearing, prepare and submit your publication notice (form 7) and cover letters to two newspapers of general circulation (form 8).
- Prior to the hearing, obtain the signed Certifications (forms 11 and 12).

STEP THREE:

- At the hearing, submit your proof of notice to non-petitioning parent (if applicable - form 10), your original proofs of publication with service documents from both newspapers (form 9), and your proposed Decree (form 13A for an adult) or (form 13B for a minor).

IV. FORMS

#	FORM
1.	PETITION
2.	FINGERPRINTING ORDER
3A	ORDER FOR HEARING OF AN ADULT
3B	ORDER FOR HEARING OF A MINOR
4.	CIVIL COVER SHEET
5.	COURT ADMINISTRATION COVER SHEET
6.	STATE COVER SHEET
7.	PUBLICATION NOTICE
8.	COVER LETTERS TO NEWSPAPERS FOR YOUR NOTICE OF PUBLICATION
9.	SERVICE DOCUMENTS FOR PUBLICATIONS
10.	SERVICE DOCUMENT FOR NON-PETITIONING PARENT(S)
11.	PROTHONOTARY'S OFFICE CERTIFICATION
12.	CLERK OF COURTS CERTIFICATION
13A	DECREE FOR AN ADULT
13B	DECREE FOR A MINOR

NOTE: PLEASE SEE LOCAL RULE NO. 205.2(a) PHYSICAL CHARACTERISTICS OF LEGAL PAPERS

**INSTRUCTIONS IN COMPLETING THE FORMS ON THE FOLLOWING
PAGES**

**PLEASE INSERT THE INFORMATION CORRESPONDING TO THE NUMBERS
BELOW WHERE INDICATED ON THE FOLLOWING PAGES**

- (1) Person's full name to be changed as it appears on that person's birth certificate;
- (2) Guardian's name if changing the name of a minor;
- (3) Date of birth of person's name to be changed;
- (4) State reason(s) for requesting that name be changed;
- (5) Date and place of residence(s) for the past five years;
- (6) Proposed new full name;
- (7) Signature of Petitioner/Guardian if a minor;
- (8) Date, time, and courtroom no. of the hearing;
- (9) Date of Publication (2)
- (10) Name of Newspaper (2)

**DO NOT ATTACH THESE INSTRUCTIONS
WHEN FILING YOUR PETITION**

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ :
: No.
a minor, by (2) _____ :

PETITION FOR CHANGE OF NAME

TO THE HONORABLE, THE JUDGES OF SAID COURT:

The Petition of (1) _____, by [if a minor] (2) _____,

respectfully represents:

1. The Petitioner is (1) _____ dob: (3) _____, wishes
to have his/her name changed because (4) _____
_____.

IF A MINOR, USE THE PARAGRAPH 1. BELOW.

1. The Petitioner is (2) _____, wishes to change the name
of his/her minor child (1) _____, dob: (3) _____,
because (4) _____
_____.

2. Petitioner has resided at (5) _____
_____, during the five (5) years preceding the filing of this Petition.

3. There are no judgments or decrees of like character of record against the
Petitioner.

WHEREFORE, Petitioner requests the Court, pursuant to the Act of December 16, 1982, P.L. 1309, No. 295, §2, (as amended) 54 Pa.C.S.A. §702, for the following:

- a. To fix a hearing on this Petition;
- b. To direct that notice be given on this Petition and hearing; and
- c. To enter a decree changing the Petitioner's name from

(1) _____ to (6) _____.

(7) _____
Petitioner (signature)

VERIFICATION

I, (1, or 2 if a minor) _____, verify that the statements made in this Petition 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: _____

(7) _____
Petitioner (signature)

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
: :
a minor, BY (2) _____ :

FINGERPRINTING ORDER

AND NOW, this ___ day of _____, 20___, a Petition to Change Name having been filed, the Petitioner is directed to provide Court Administration a copy of the Petition and a set of the fingerprints of the person whose name is to be changed. After the Court has received the Pennsylvania State Police certification required by 54 Pa.C.S.A §702, a hearing on the Petition will be scheduled by Court Administration.

BY THE COURT:

J.

cc: Petitioner

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
:

ORDER

AND NOW, this ___ day of _____, 20___, a hearing on the
Petition for Change of Name is scheduled for the ___ day of _____, 20___, at
_____ o'clock __.m., in Courtroom No. ___ of the Lancaster County Courthouse, 50 North
Duke Street, Lancaster, Pennsylvania.

Petitioner is directed to give notice of the hearing by publication in two (2) newspapers of
general circulation in the county where Petitioner resides, or a county contiguous to that county.
One of the publications may be in the official paper for the publication of legal notices in the
county.

Petitioner shall conduct an official search of the proper offices of the counties where
he/she has resided within the past 5 years, including the Lancaster County Clerk of Courts,
Prothonotary and Recorder of Deeds offices and will obtain certifications dated no more than two
(2) days prior to the hearing showing that there are no judgments, decrees of record or other
similar matters against the petitioner.

Petitioner shall bring all certifications to the hearing.

BY THE COURT:

J.

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
: :
a minor, BY (2) _____ :

ORDER

AND NOW, this ___ day of _____, 20 ___, a hearing on the Petition for Change of Name is scheduled for the ___ day of _____, 20 ___, at _____ o'clock ___.m., in Courtroom No. ___ of the Lancaster County Courthouse, 50 North Duke Street, Lancaster, Pennsylvania.

Petitioner is directed to give notice of the hearing by publication in two (2) newspapers of general circulation in the county where Petitioner resides, or a county contiguous to that county. One of the publications may be in the official paper for the publication of legal notices in the county.

Petitioner is directed to give notice of the filing of the Petition and of the date set for the hearing to any non-petitioning parent of a child whose name may be affected by the proceedings.

Petitioner shall conduct an official search of the proper offices of the counties where the minor child has resided within the past 5 years, including the Lancaster County Clerk of Courts, Prothonotary and Recorder of Deeds offices and will obtain certifications dated no more than two (2) days prior to the hearing showing that there are no judgments, decrees of record or other similar matters against the minor child.

Petitioner shall bring all certifications and proofs of service to the hearing.

BY THE COURT:

J.

cc: Petitioner

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
PROTHONOTARY
CIVIL COVER SHEET

PLEASE LIST NAMES AND ADDRESSES OF ADDITIONAL PARTIES ON A SEPARATE SHEET.
ALL PARTY INFORMATION IS REQUIRED INCLUDING ZIP CODES & PARTY INFORMATION MUST MATCH THE
PLEADING. PLEASE DO NOT STAPLE THE COVER SHEET TO THE PLEADING. IF AN EVENT NEEDS TO BE
SCHEDULED, A CAO SCHEDULING COVER SHEET MUST ALSO BE ATTACHED

TYPE OF ACTION:

For Prothonotary use only:

DOCKET No: CI-

PARTY INFORMATION

PLAINTIFF'S NAME:

DEFENDANT'S NAME:

ADDRESS (if confidential, use 2nd sheet)

ADDRESS:

MUNICIPALITY/TWP:

MUNICIPALITY/TWP:

DOB:

DOB:

TELEPHONE #:

TELEPHONE #:

FILING ATTORNEY/ FILING PARTY INFORMATION

FIRM/OFFICE:

FILING ATTORNEY/PARTY:

AOPC (Attorney ID) #

ADDRESS:

STATE:

ZIP CODE:

TELEPHONE #:

E-MAIL:

TAX LIEN INFORMATION

MAP REFERENCE:

MUNICIPALITY:

WARD:

SALE PRICE:

DEED BOOK:

DEED PAGE:

PROPERTY DESCRIPTION:

DEED DATE:

TAX YEAR:

TAX LIEN AMOUNT:

PFA INFORMATION

HEARING DATE:

SOCIAL SECURITY # (Defendant- last 4 digits)

POLICE DEPARTMENT:

PREVIOUS PETITIONS:

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
COURT ADMINISTRATION OFFICE SCHEDULING COVER SHEET (CAOSCS)
IN ORDER TO BE PROCESSED ALL REQUESTED INFORMATION MUST BE COMPLETED

PLEASE TYPE OR PRINT LEGIBLY
ORIGINAL CAPTION

PLAINTIFF CHANGE OF ADDRESS

DOCKET NO.

DEFENDANT CHANGE OF ADDRESS

NAME, ADDRESS AND TELEPHONE NUMBER OF ATTORNEYS/PRO SE

PLAINTIFF CHANGE OF ADDRESS

DEFENDANT CHANGE OF ADDRESS

Check one

CIVIL FAMILY DOMESTIC RELATIONS (SEE INSTRUCTIONS ON BACK OF FORM)

Name of person submitting CAOSCS: _____

SECTION A: EVENT INFORMATION

Hearing type _____ Conference type _____ Length of time _____

SECTION B: SCHEDULING INFORMATION (Select one option below)

REQUEST TO SCHEDULE AN EVENT: Family Business Court pick-up date if applicable: _____
Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____

REQUEST FOR CHANGE OF A SCHEDULED EVENT:
_____ Continuance _____ Cancellation Opposing Counsel/Parties _____ **IS** _____ **IS NOT** in agreement
Presently scheduled for: Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____
Continued to: Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____
Reason: _____
Special instructions for rescheduling event: _____

REQUEST TO SCHEDULE A CONTINUATION AFTER START OF HEARING:
Date Started: _____ Time: _____ Place: _____ Judge/CCO/DM: _____
Continuation scheduled for: Date: _____ Time: _____ Place: _____ Judge/CCO/DM: _____

SECTION C: COURT USE ONLY

Approved by Judge _____ **Date:** _____

For Court Administration Use Only
 Report Entered/Deleted on CCSC CDAEVNT Scheduled in BANNER Letters Sent
(If a continuation, this must be indicated on CCSC) **Initials/Date** _____

Updated 06/14/11

INSTRUCTIONS FOR COMPLETING CAOSCS

Section A: Event Information Select whether it is a hearing or a conference and specify the type. Type of Hearing example: Custody, Special Relief, License Appeal, Minor's Compromise, Adoption, Estate, Support, etc. Type of Conference example: Zoning Appeal, Custody, Support, etc. Enter estimated length of time needed.

Section B: Scheduling Information Select whether it is a Request to Schedule, Request for Change of a Scheduled Event, or a Request to Schedule a Continuation of an event that is in progress and complete that section accordingly.

Note: For Custody Conferences: Rescheduling fee must be attached along with a signed, ***Uncontested Motion for Continuance and Waiver*** form.

Any other Event changes: Continuances and Cancellations must have an Order (Original and 2 Copies)

Fees: Must be in the form of a Cashier's Check, Money Order, cash or Law Firm Check.

Section C: The date selected must be approved by a Judge and the CAOSCS sheet then given to Court Administration.

INSTRUCTIONS FOR COMPLETING CAOSCS - DOMESTIC RELATIONS SECTION, 150 NORTH QUEEN STREET, LANCASTER

First and second reschedule requests:

Agreement - Judges' approval is not required. File completed CAOSCS form at Domestic Relations Office.

Non-agreement - File completed CAOSCS form and motion in Family Business Court.

Third or subsequent reschedule requests: Must file a motion in Family Business Court.

GLOSSARY OF TERMS

PLAINTIFF - The party that institutes a suit in a court.

DEFENDANT - A person against whom an action is brought.

DOCKET # - The number assigned to the document.

HEARING - A session before a Judge in a courtroom or Divorce Master in a hearing room.

CONFERENCE - A meeting before a court appointed officer.

FAMILY BUSINESS COURT - Family petitions are presented to the Judge, assigned by defendant's last name.

COMPLAINT - The presentation by the plaintiff in a civil action, setting forth the claim on which relief is sought.

CAPTION - The heading which lists the plaintiff & defendant in the action.

PRO SE - for self - you represent yourself

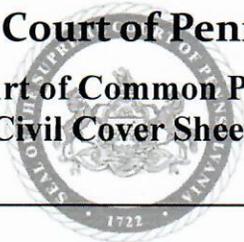
JUDGE - The assigned judge for the event.

CCO - Custody Conference Officer - A court appointed officer assigned the custody conference.

DM - Divorce Master - A court appointed officer assigned the divorce hearing.

Supreme Court of Pennsylvania

Court of Common Pleas Civil Cover Sheet



_____ County

<i>For Prothonotary Use Only:</i>	TIME STAMP
Docket No: _____	

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

Commencement of Action: <input type="checkbox"/> Complaint <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Petition <input type="checkbox"/> Transfer from Another Jurisdiction <input type="checkbox"/> Declaration of Taking	
Lead Plaintiff's Name: _____	Lead Defendant's Name: _____
Are money damages requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dollar Amount Requested: <input type="checkbox"/> within arbitration limits (check one) <input type="checkbox"/> outside arbitration limits
Is this a Class Action Suit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this an MDJ Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Plaintiff/Appellant's Attorney: _____ <input type="checkbox"/> Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)	

SECTION B

Nature of the Case: Place an "X" to the left of the ONE case category that most accurately describes your PRIMARY CASE . If you are making more than one type of claim, check the one that you consider most important.		
--	--	--

TORT (<i>do not include Mass Tort</i>) <input type="checkbox"/> Intentional <input type="checkbox"/> Malicious Prosecution <input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Nuisance <input type="checkbox"/> Premises Liability <input type="checkbox"/> Product Liability (<i>does not include mass tort</i>) <input type="checkbox"/> Slander/Libel/ Defamation <input type="checkbox"/> Other: _____ _____	CONTRACT (<i>do not include Judgments</i>) <input type="checkbox"/> Buyer Plaintiff <input type="checkbox"/> Debt Collection: Credit Card <input type="checkbox"/> Debt Collection: Other _____ _____ <input type="checkbox"/> Employment Dispute: Discrimination <input type="checkbox"/> Employment Dispute: Other _____ _____ <input type="checkbox"/> Other: _____ _____	CIVIL APPEALS <input type="checkbox"/> Administrative Agencies <input type="checkbox"/> Board of Assessment <input type="checkbox"/> Board of Elections <input type="checkbox"/> Dept. of Transportation <input type="checkbox"/> Statutory Appeal: Other _____ _____ <input type="checkbox"/> Zoning Board <input type="checkbox"/> Other: _____ _____
MASS TORT <input type="checkbox"/> Asbestos <input type="checkbox"/> Tobacco <input type="checkbox"/> Toxic Tort - DES <input type="checkbox"/> Toxic Tort - Implant <input type="checkbox"/> Toxic Waste <input type="checkbox"/> Other: _____ _____	REAL PROPERTY <input type="checkbox"/> Ejectment <input type="checkbox"/> Eminent Domain/Condemnation <input type="checkbox"/> Ground Rent <input type="checkbox"/> Landlord/Tenant Dispute <input type="checkbox"/> Mortgage Foreclosure: Residential <input type="checkbox"/> Mortgage Foreclosure: Commercial <input type="checkbox"/> Partition <input type="checkbox"/> Quiet Title <input type="checkbox"/> Other: _____ _____	MISCELLANEOUS <input type="checkbox"/> Common Law/Statutory Arbitration <input type="checkbox"/> Declaratory Judgment <input type="checkbox"/> Mandamus <input type="checkbox"/> Non-Domestic Relations Restraining Order <input type="checkbox"/> Quo Warranto <input type="checkbox"/> Replevin <input type="checkbox"/> Other: _____ _____
PROFESSIONAL LIABILITY <input type="checkbox"/> Dental <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Other Professional: _____ _____		

NOTICE

Pennsylvania Rule of Civil Procedure 205.5. (Cover Sheet) provides, in part:

Rule 205.5. Cover Sheet

(a)(1) This rule shall apply to all actions governed by the rules of civil procedure except the following:

- (i) actions pursuant to the Protection from Abuse Act, Rules 1901 et seq.
- (ii) actions for support, Rules 1910.1 et seq.
- (iii) actions for custody, partial custody and visitation of minor children, Rules 1915.1 et seq.
- (iv) actions for divorce or annulment of marriage, Rules 1920.1 et seq.
- (v) actions in domestic relations generally, including paternity actions, Rules 1930.1 et seq.
- (vi) voluntary mediation in custody actions, Rules 1940.1 et seq.

(2) At the commencement of any action, the party initiating the action shall complete the cover sheet set forth in subdivision (e) and file it with the prothonotary.

(b) The prothonotary shall not accept a filing commencing an action without a completed cover sheet.

(c) The prothonotary shall assist a party appearing pro se in the completion of the form.

(d) A judicial district which has implemented an electronic filing system pursuant to Rule 205.4 and has promulgated those procedures pursuant to Rule 239.9 shall be exempt from the provisions of this rule.

(e) The Court Administrator of Pennsylvania, in conjunction with the Civil Procedural Rules Committee, shall design and publish the cover sheet. The latest version of the form shall be published on the website of the Administrative Office of Pennsylvania Courts at www.pacourts.us.

PUBLICATION NOTICE

(Please publish the information below the dotted line.)

.....

NOTICE IS HEREBY GIVEN that a Petition has been filed in the Court of Common Pleas of Lancaster County, Pennsylvania, seeking to change the name of (1) _____ to (6) _____. A hearing on the Petition will be held on (8) _____, 20__ at _____ o'clock __.m. in Courtroom No. ___ at the Lancaster County Courthouse, 50 North Duke Street, Lancaster, Pennsylvania, at which time any persons interested may attend and show cause, if any, why the Petition should not be granted.

Petitioner (Print name)

Address

Address

Telephone No.

Petitioner (Print name)

Address

Address

Telephone No.

Date: _____

Name of Newspaper

Address

Address

RE: Change of Name

To Whom It May Concern:

Enclosed please find a Change of Name Notice which I would like to appear once in the legal section of the next edition of your newspaper. Kindly send two (2) proofs of publication and the bill for this advertisement to the undersigned.

If you require anything further, please advise.

Sincerely,

Petitioner (signature)

Enclosure

Petitioner (Print name)

Address

Address

Telephone No.

Date: _____

Name of Newspaper

Address

Address

RE: Change of Name

To Whom It May Concern:

Enclosed please find a Change of Name Notice which I would like to appear once in the legal section of the next edition of your newspaper. Kindly send two (2) proofs of publication and the bill for this advertisement to the undersigned.

If you require anything further, please advise.

Sincerely,

Petitioner (Signature)

Enclosure

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
: :
a minor, BY (2) _____ :

AFFIDAVIT OF SERVICE

COMMONWEALTH OF PENNSYLVANIA)
) SS:
COUNTY OF LANCASTER)

I, (1) _____, being duly affirmed according to law, depose and says that:

1. A Notice of the name change hearing scheduled for (8) _____, at
_____ o'clock __.m., was published on (9) _____, in the
(10) _____ with regard to the above-captioned matter.

2. The proof of publication evidencing the same is attached hereto and made a part hereof.

Affirmed and subscribed)
)
before me this ____ day of)
)
_____, 20___.)
)
)

Notary Public)

PETITIONER (Signature)

My Commission Expires:

STAPLE ORIGINAL PROOF OF PUBLICATION TO THIS PAGE

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
: :
a minor, BY (2) _____ :

AFFIDAVIT OF SERVICE AND SIGNATURE

COMMONWEALTH OF PENNSYLVANIA)
) SS:
COUNTY OF LANCASTER)

I, (1) _____, being duly affirmed according to law, depose and says that:

1. On _____, 20____, I sent a copy of the Change of Name Petition and Order for hearing to _____ by Certified Mail, Return Receipt Requested, Deliver
(name of non-petitioning parent)
to Addressee Only, at his/her last known address, as indicated on the attached mailing receipt.

2. On _____, 20____, _____, r received the aforesaid
(name of non-petitioning parent)
Petition and Order for hearing and the mailing receipt and return receipt card evidencing the same are attached hereto and made a part hereof.

3. I have examined the signature on the Return Receipt of the Post Office Department signed by _____, and that I am familiar his/her signature, and that the signature on
(name of non-petitioning parent)
that card is the signature of the said _____.
(name of non-petitioning parent)

Affirmed and subscribed)
)
before me this ____ day)
)
of _____, 20___.)
)

Notary Public)

_____)
PETITIONER (signature)

My Commission Expires:

ATTACH CERTIFIED MAILING SLIP AND GREEN RETURN RECEIPT CARD HERETO

white mailing slip

See sample on next page

green return receipt card

See sample on next page

Sample

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only. No Insurance Coverage Provided)
 For delivery information, visit our website at www.usps.com

OFFICIAL USE

Postage	\$ 5.30
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	3.05
Total Postage & Fees	\$ 11.58

Postmark Here: 12/31/14

7013 3020 0000 6472 2052

Send To: Jane Doe
 Street Apt. No. or PO Box No.: 211 E. Main St.
 City, State, ZIP+4: Transylvania, Pa 10064

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Jane Doe 211 E. Main St. Transylvania, Pa 10064</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™ <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 6472 2052</p>	
<p>PS Form 3811, July 2013 Domestic Return Receipt</p>	

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
: :
a minor, BY (2) _____ :

CERTIFICATION

On the ____ day of _____, 20____, a search was completed of the indebtedness indices of the Prothonotary's Office of Lancaster County, Pennsylvania, for a Name Change for (1) _____; Date of Birth: _____, for a period covering the last five years. This search found that there are no judgments or decrees of record or any other matter of like character recorded in the Prothonotary's Office against (1) _____.

WITNESS my hand and seal of this office this ____ day of _____, 20____.

Prothonotary

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
:
a minor, BY (2) _____ :

CERTIFICATION

I, _____, of the Clerk of Courts Office of Lancaster County, Pennsylvania, hereby certify that a search has been performed in the Clerk of Courts Office of Lancaster County, Pennsylvania, in the name of (1) _____, Social Security Number: _____; Date of Birth: _____; for a period covering the last five (5) years and find that there are no criminal records or any other matter of like character recorded in the Clerk of Courts Office in the name of (1) _____.

WITNESS my hand and seal of this office this ____ day of _____, 20__

Clerk of Courts

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
:

DECREE FOR CHANGE OF NAME

AND NOW, this ____ day of _____, 20____, on hearing of the within Petition and on motion of Petitioner, and on presentation of proof of publication of notice as required by law together with proof that there are no judgments or decrees of record or any other matter of like effect against the Petitioner, and it appearing that there is no legal objection to the granting of the prayer of the Petition,

IT IS ORDERED AND DECREED that the name of the Petitioner is hereby changed to the name of (6)_____.

BY THE COURT:

J.

cc: Petitioner

IN THE COURT OF COMMON PLEAS OF LANCASTER COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
:
a minor, BY (2) _____ :

DECREE FOR MINOR CHILD CHANGE OF NAME

AND NOW, this ____ day of _____, 20____, on hearing of the within Petition and on motion of (2) _____, who has filed said Petition on behalf of (1) _____, a minor child, on presentation of proof of publication of notice as required by law, on proof of notice to any non-petitioning parent of a child whose name may be affected by the proceedings, together with proof that there are no judgments or decrees of record or any other matter of like effect against the minor child, and it appearing that there is no legal objection to the granting of the prayer of the Petition,

IT IS ORDERED AND DECREED that the name of the minor child be and is hereby changed to (6) _____.

BY THE COURT:

J.

cc: Petitioner