

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

IN THE COURT OF COMMON PLEAS
CHESTER COUNTY, PENNSYLVANIA
CIVIL ACTION- NAME CHANGE

Docket Number

PETITION FOR CHANGE OF NAME

The Petitioner, _____, request that this Court Order a change of name, pursuant to 54 Pa. Cons. Stat. Ann. 701 et seq., and in support thereof alleges the facts explaining why petitioner desires to change _____ name as follows:

(1)

(2) Petitioner

_____ is a resident of

_____ Pennsylvania, and has resided at the following locations during the past five (5) years.

(i)

_____ from _____ to _____

(ii)

_____ from _____ to _____

(iii)

_____ from _____ to _____

(3) There are no judgements or decrees of like character of record against the petitioner.

WHEREFORE, petitioner respectfully request this Court enter an Order changing name from _____ to _____

To fix a hearing on this petition;

To direct that notice be given of this petition and hearing:

Petitioner

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NOTICE OF HEARING

AND NOW, this _____ day of _____, 20____, upon Consideration
of the within Petition and upon motion of _____, a hearing is
hereby scheduled for:
the _____ day of _____, 20____, at _____, _____. in Courtroom No _____,
Chester County Justice Center, 201 West Market Street, West Chester, Pennsylvania.

The Petitioner is directed to give notice of the hearing by publication once in a
newspaper of general circulation in Chester County and once in The Chester County
Law Reporter.

By the Court:

J.

IN RE
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ORDER

AND NOW, this ____ day of _____, 20____, on consideration of the attached
petition of _____ for change of name, and upon
presentation of proof of Publication of Notice as required by law, together with proof that there are
no judgements or decrees of record or any other matter of like character against the petitioner, and
it appearing that there is no lawful objection to the request of the petitioner, it is now hereby

ORDERED

that the name of said petitioner
is changed to _____ .

By the Court:

J.

Procedure for Judicial Change of name is set forth at section 6 of Act 1982, Dec. 16 P.L. 1309, No. 295.1. Outlined below is a general interpretation of the procedures for Judicial Name Change in the State of Pennsylvania and the County of Chester.

JUDICIAL NAME CHANGE:

Filing your Petition requires that you first be fingerprinted the Sheriff's Office, Suite 1201 is located in the Justice Center at 201 W. Market Street, West Chester, Pennsylvania 19380 (610-344-6850) conduct this service.

Pennsylvania State Police, or most local Police Departments may also assist with finger printing, it is your responsibility to contact them. Petition along with fingerprint card and a stamped envelope with postage are required and shall be brought together to the Prothonotary's Office, Suite 1425 same building location as the Sheriff's Office. (610-344-6300). This is where your petition will be assigned a docket number.

Petitioner must then go to the Court Administrator's Office Suite 4100 which is also located on the 4th floor in the Justice Center, to set up a Hearing Date which will be within ninety (90) days or close as possible. Petitioner will then return to the Prothonotary Office the completed petition with the hearing date, the fingerprint card and the envelope with postage. A Prothonotary clerk will use the envelope to mail the petition and fingerprint card off to the State Police. The State Police have sixty (60) days to get the report back to the Court (Prothonotary's Office).

NAME SEARCH:

A Name Search is required from the following offices, it is done in part to inform the court of any outstanding debts or taxes a petitioner owes, and/or of any criminal conviction information, if applicable (some crimes preclude a name change). Contact each office to arrange for the search and it's requirements:

Immediately following the filing of the petition it is suggested you make arrangements for the name search with the Recorder of Deeds, (610-344-6330) located at 313 W. Market Street, Pennsylvania. 19380 in Suite 3302. You may stop in, call or email your Name Search request to us. You will be asked to provide: 1) hearing date, 2) current name (the one to be changed, 3) whether the Petition is for a minor, 4) name of any spouse, 5) contact person and phone number in case of further questions.

You will also need to visit or contact: Register of Wills/Clerk of Orphan's Court, Suite 2200, (610-344-6335) AND Clerk of Courts, Suite 1400 (610-344-6135) both are located in the Justice Center at 201 W. Market Street, West Chester, Pa. 19380.

PUBLICATION NOTICE:

The petitioner is directed to give notice of the filing with date of the hearing by publication in two (2) newspapers. Notice MUST be published in the Chester County Law Reporter, 15 West Gay Street, 2nd Floor West Chester, PA. 19380 (610) 692-1889; which is the official publication for Legal Notices for Chester County. Notice MUST ALSO be published in one (1) of the following newspapers of general circulation within Chester County. Daily Local News, Legals@dailylocal.com or Pottstown Mercury, Legals@pottsmmerc.com. both are located at 390 Eagleview Blvd. Exton, PA 19341, you may call Classifieds at 610-430-1199.

ON THE DAY OF HEARING:

Prior to going to court, you will visit each of these three offices to collect the prepared Name Search Certificates. [NOTE: Prothonotary, Court Administrator, Clerk of Courts, Register of Wills/ Clerk of Orphan's Court are located in the Justice Center at 201 West Market Street. The Recorder of Deeds office is located at 313 West Market Street.]

FEES:

Various fees apply to the steps outlined above. Contact each office for specific information on their fees. Late and/or same day request may require additional fees and/or be denied. You must verify with each department if they accept personal checks, credit cards or etc.