

Plaintiff

Vs.

Docket # _____

Defendant

IN THE COURT OF COMMON PLEAS OF CHESTER COUNTY
NOTICE OF INTENTION TO RETAKE PRIOR NAME

Notice is hereby given that the _____ in the above matter, having been granted the
Final Decree in Divorce (or annulment) on _____ hereby elects to retake
and use _____ previous name of _____ and gives this
written notice avowing intention in accordance with the provisions of the Act of December
16, 1982, 54 Pa. Cons. Stat. § 704.

Signature of Petitioner

To Be Known as:

Signature—prior name

COMMONWEALTH OF) SS.
PENNSYLVANIA)
COUNTY OF)
)

On the ____ day of _____, 20____, Before me, a Notary Public, personally
appeared _____ known to me to be the person whose
name is subscribed to the within document and acknowledged that _____ executed the foregoing for the
purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and seal.

Notary Public

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.