

**INSTRUCTIONS FOR FILING FOR AN
ADULT NAME CHANGE IN NORTHUMBERLAND COUNTY**

These instructions apply to all applicants that reside in Northumberland County:

- (1) Once you receive this form packet, go the **Prothonotary's Office** on the first floor of the Courthouse to obtain a **Fingerprint Card**. Take this card to your local PA State Police Barracks (Stonington or Milton) and have your fingerprints taken. This only applies to applicants who are 13 years of age or older.
- (2) Fill out the **Cover Sheet** and **Petition for Change of Name** in their entirety, as well as the case caption on all other documents in this packet. Please use the applicant's name exactly as it appears on his or her birth certificate.
- (3) Submit **all** documents including the **Fingerprint Card** to the **Prothonotary's Office** for filing. The filing fee is **\$132.75** unless you qualify for an In Forma Pauperis (IFP) status.
- (4) After documents are filed, you will be directed to the **Court Administrator's Office** on the second floor of the courthouse. The Court will issue an **Order for a Hearing** scheduling a hearing date within one (1) to three (3) months after the Petition is filed. The Court will also issue the **Order for Publication** directing that **you** publish the **Notice of Name Change** in the newspapers identified. ***You will be responsible for the costs of publication.***
- (5) You will need to have an **Official Judgment Search** completed showing there are no judgments, decrees or record or other similar matters against you. This can be completed by contacting either the Prothonotary of each county where you have resided during the past five (5) years or by presenting a judgment certificate from an authorized search corporation. ***You will be responsible for any costs.***
- (6) For applicants age 13 and older, the Court will forward to the PA. State Police, a duplicate copy of the Petition for Name Change as well as a set of their fingerprints. The PA State Police will then use the fingerprints to determine if the applicant is subject to criminal history recording under 18 Pa.C.S.Ch.91. The PA State Police will certify completion of their search within sixty (60) days of receiving the materials. ***You will be responsible for any costs.***
- (7) At the hearing, you must present **proof of publication** (copies of the notices appearing in the newspapers), **proof of the Official Judgment Search**, as well as your **original birth certificate**. Anyone having lawful objection may appear and be heard. Please note that the granting of a Petition for Name Change is *discretionary* with the Court.
- (8) If the Court is satisfied with the Petition and all requirements have been met and finds no lawful objections to the Petition, the Court will issue a **Decree for Name Change**.
- (9) Obtain **certified copies** at **\$1.10 each** of the **Decree** from the Prothonotary. You may need to submit these copies to various state and federal agencies (i.e. Social Security Administration, PennDOT, etc) to change your name on their records.

IN THE MATTER OF : IN THE COURT OF COMMON PLEAS
 PETITION FOR CHANGE OF : OF NORTHUMBERLAND COUNTY, PA
 NAME OF :
 :
 : CIVIL LAW ACTION
 : CIVIL DOCKET NO. _____

ENTRY OF APPEARANCE AS A SELF-REPRESENTED PARTY

- (1) I am the Petitioner in the above-captioned matter.
- (2) This is a new case and I am representing myself in this case and have decided not to hire an attorney to represent me.

OR (check only one box)

- This is **NOT** a new case and Attorney: _____ previously represented me in this case. However, I have decided not to be presented by that Attorney and hereby direct the Prothonotary to remove that Attorney as counsel of record in this case.
 On _____, 20____, I provided a copy of this form to that Attorney listed above at the following address: _____.
- (3) My address for the purpose of receiving all future pleadings and other legal notices is _____.
 This is my home address. This is not my home address.
- (4) My telephone number is: _____.
- (5) **I UNDERSTAND THAT I MUST INFORM THE PROTHONOTARY’S OFFICE EVERY TIME MY ADDRESS OR TELEPHONE NUMBER CHANGES – NO EXCEPTIONS.**
- (6) On _____, 20____, I provided a copy of this form to all other attorneys of record or other self-represented parties at the following addresses as listed below: *(use reverse side if you need more space.)*
 Name: _____ Address: _____
 Name: _____ Address: _____
- (7) I fully understand that by deciding to represent myself, the Court will hold me to the same standards of knowledge regarding the Statutory law, Evidence law, Local and State rules of Procedure and applicable case law as a Pennsylvania licensed attorney, and that I must be fully prepared to meet those responsibilities. I also understand the Court cannot and will not provide any advice to me about how to present my case or defend claims against me.

I verify that the statements made in this Entry of Appearance as a Self-Represented Party are true and correct. I understand that if I make false statements herein, that I am subject to the criminal penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities which could result in a fine and/or prison term.

Date: _____ Signature: _____

COVERSHEET
(All Items Must Be Completed)

DO NOT CHANGE THE WORDING OF ANY OF THE FOLLOWING:

(1) CAPTION:

IN THE MATTER OF
PETITION FOR CHANGE OF NAME OF

(2) ATTORNEY CONTACT INFORMATION:

Name: _____
Address: _____

Phone: _____

(3) Has any matter involving the Petitioner been before a Northumberland County Judge before? YES NO

If Yes, please provide the Judge's name: _____

If Yes, what type (s) of hearing (s): _____

(4) Are there any other scheduling dates or matters pending before this Court? _____
If yes, what and when? _____

(5) Please list any dates you **ARE NOT** available for Court. Continuances will not be granted except for extraordinary circumstances.

IN THE MATTER OF : IN THE COURT OF COMMON PLEAS
PETITION FOR CHANGE OF : OF NORTHUMBERLAND COUNTY, PA
NAME OF :
 : CIVIL LAW ACTION
 : CIVIL DOCKET NO. _____

PETITION FOR CHANGE OF ADULT NAME

TO THE HONORABLE, THE JUDGES OF SAID COURT:

The Petition of _____, Petitioner, respectfully represents:

(1) Petitioner is seeking a change of name for the following reasons:

(2) Petitioner has resided at the following address (es) during the last 5 years:

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

WHEREFORE, Petitioner respectfully requests this Court, pursuant to 54 Pa.C.S.A. §701 relating to Judicial Change of Name, for the following:

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

_____ to

This Petition for Change of Name is respectfully submitted by:

DATE: _____

Print: _____

Sign: _____

VERIFICATION

I, _____, Petitioner herein, hereby verify that the information contained in this Petition for Change of Name is true and correct to the best of my knowledge, information and belief. This verification is made subject to the penalties of 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

DATE: _____

Petitioner: _____

IN THE MATTER OF : IN THE COURT OF COMMON PLEAS
PETITION FOR CHANGE OF : OF NORTHUMBERLAND COUNTY, PA
NAME OF :
 :
 : CIVIL LAW ACTION
 : CIVIL DOCKET NO. _____

ORDER FOR HEARING

AND NOW, this _____ day of _____, 20____, on the Motion of
Petitioner, it is ORDERED that a hearing on the Petition for Change of Name is scheduled for
the _____ day of _____, 20____, at _____ a.m./p.m. in
Courtroom #____ of the Northumberland County Courthouse, 201 Market Street, Sunbury, PA
17801.

BY THE COURT:

Judge

IN THE MATTER OF : IN THE COURT OF COMMON PLEAS
PETITION FOR CHANGE OF : OF NORTHUMBERLAND COUNTY, PA
NAME OF :
 :
 : CIVIL LAW ACTION
 : CIVIL DOCKET NO. _____

ORDER FOR PUBLICATION

AND NOW, this _____ day of _____, 20____, on the Motion of
Petitioner, it is ORDERED and DECREED that the within Petition for Change of Name shall be
heard on the the _____ day of _____, 20____, at _____ a.m./p.m.
in Courtroom #____ of the Northumberland County Courthouse, 201 Market Street, Sunbury,
PA 17801 and that notice of the filing of the within Motion and of the aforesaid date of hearing
be published in _____ and _____.

BY THE COURT:

Judge

IN THE MATTER OF : IN THE COURT OF COMMON PLEAS
PETITION FOR CHANGE OF : OF NORTHUMBERLAND COUNTY, PA
NAME OF :
 :
 : CIVIL LAW ACTION
 : CIVIL DOCKET NO. _____

NOTICE OF NAME CHANGE

NOTICE IS HEREBY GIVEN that on the ____ day of _____,
20____, the Petition for Change of Name, filed by Petitioner, _____
was filed in the above named Court, requesting for a decree to change his or her name to
_____.

The Court has scheduled a hearing for the ____ day of _____,
20____, at _____ a.m./p.m. in Courtroom # ____ of the Northumberland County
Courthouse, 201 Market Street, Sunbury, PA 17801, as the time and place for the hearing of said
Petition, when and where all persons interested may appear and show cause, if any they have,
why the request of the said Petitioner should not be granted.

Petitioner

IN THE MATTER OF : IN THE COURT OF COMMON PLEAS
PETITION FOR CHANGE OF : OF NORTHUMBERLAND COUNTY, PA
NAME OF :
 :
 : CIVIL LAW ACTION
 : CIVIL DOCKET NO. _____

DECREE

AND NOW, this ____ day of _____, 20____, on the 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 matters of like effect against the Petitioner, and it appearing that there is no legal objection to the granting of the request of the Petition,

IT IS ORDERED AND DECREED that the name of the Petitioner be and is hereby changed to _____.

BY THE COURT:

Judge