OFFICE OF THE COURT ADMINISTRATOR LACKAWANNA COUNTY COURT OF COMMON PLEAS LACKAWANNA COUNTY COURTHOUSE 200 NORTH WASHINGTON AVENUE SCRANTON, PA 18503 (570) 963-6773 (570) 963-6477 – Fax

TO FILE A PETITION FOR NAME CHANGE COMPLETE THE FOLLOWING:

- 1. Complete the Petition for Name Change.
- 2. The police department must fill out and complete a fingerprint card, unless the petition is to change the name of a child age 12 years or younger. This card may be obtained at a state police station or any local police department. There may be a charge for this service by the police department.
- 3. Bring the completed petition and fingerprint card to the Court Administrator's Office.
- 4. An employee of the Court Administrator's Office will fill in the date and time of the hearing on the Order for Publication.
- 5. File the completed petition, fingerprint card and the scheduling order in the Clerk of Judicial Records Office along with the \$109.75 filing fee.
- 6. If the petitioner seeks to change the name of a minor child and only one parent joins in the petition, then the petitioning parent must either (a) obtain the written, notarized consent of the other parent, OR (b) send a copy of the petition and order for publication to the other parent at his/her last known address by both regular mail and certified mail, return receipt requested.
- 7. A Name Change Certification must be obtained from the Recorder of Deeds Office concerning the existence of any recorded mortgages. You will be required to bring this Certification to your hearing.
- 8. Do the necessary publication in the Scranton Times, Penn Avenue & Spruce Street, Scranton, PA 18503 and the Lackawanna Jurist (Bar Association Office), 338 North Washington Avenue, 3rd Floor, Scranton, PA 18503. Notice of publication must be in typewritten form and must be published at least thirty (30) days before the hearing. Hearing date must appear in the publication.
- 9. Appear for the court hearing at the date and time set by the Court Administrator's Office with (a) proofs of publication, (b) the Name Change Certification from the Recorder of Deeds Office, and (c) if paragraph 6 applies, the consent or proof of mailing required under that paragraph.

IN THE COURT OF COMMON PLEAS OF LACKAWANNA COUNTY, PENNSYLVANIA CIVIL DIVISION

IN RE: CHANGE OF NAME OF					
34. 0j	_		20	CIV	
<u>ORDE</u>	R FOR PUBLIC	ATION	<u> </u>		
AND NOW, this day of		_, 20	, upon m	otion of	
	, Petitioner it is C	ORDER	ED and D	ECREED th	at the
within Petition be heard on the	day of			, 20	at
. M. in Courtroom No	before the Honor	able			_ and that
notice of the filing of the within Petition	and of the afore	said dat	e of hearin	g be publisl	ned in the
Scranton Times and the Lackawanna Jur	rist at least thirty	(30) da	ys before t	he hearing.	
		BY TH	E COURT	<u>:</u>	
la de la companya de				,	J.

ALL APPLICATIONS FOR CONTINUANCE SHALL BE PRESENTED TO THE JUDGE WHO IS SCHEDULED TO HEAR THE CASE.

IN THE COURT OF COMMON PLEAS OF LACKAWANNA COUNTY, PENNSYLVANIA CIVIL DIVISION

IN RE: CHA	NGE OF NAME	20CIV			
	<u>PETITION FOR</u>	NAME CHANGE			
The Petitio	oner(s),	, requests that this Court order a			
change of nan	ne for	and in support thereof			
represents as i	follows:				
1.	Petitioner(s) is an adult individual and who presently resides atin the County of	whose date of birth is			
2.	Petitioner(s), also requests the Courbirth is/are number(s) is/are who is/are residing with the Petition	, minor child/children whose date(s) of and whose social security and			
3.	Petitioner(s) desires this change of	name for the following reason(s):			
4.	Petitioner is a citizen of the United number is	States of America and his/her social security			
5.	There are no judgments or decrees pending against this petitioner.				
6.		ally requests that this Court enter and Order changing to			
7.	the name of minor child/children fro	ally requests that this Court enter an Order changing			
		Respectfully submitted,			
		Petitioner			

Telephone Number IN THE COURT OF COMMON PLEAS OF LACKAWANNA COUNTY, PENNSYLVANIA CIVIL DIVISION

IN RE: CHANGE OF NAME OF	
	CIV
	<u>ORDER</u>
NOW, this day of	
consideration of the Petition for Chan	nge of Name for
and upon representation of proof of p	ublication of notice as required by law together with proof
that there are no judgments or decrees	s 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
Petitioner,	¥)
IT IS ORDERED that the name of	Petitioner be and is hereby changed to
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	BY THE COURT:
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