

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.  
134.15
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, 3<sup>rd</sup> 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

\_\_\_\_\_

20\_\_\_\_ CIV \_\_\_\_\_

**ORDER FOR PUBLICATION**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon motion of \_\_\_\_\_, Petitioner it is ORDERED and DECREED that the within Petition be heard on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ . M. in Courtroom No. \_\_\_\_\_ before the Honorable \_\_\_\_\_ and that notice of the filing of the within Petition and of the aforesaid date of hearing be published in the Scranton Times and the Lackawanna Jurist at least thirty (30) days before the hearing.

BY THE COURT:

\_\_\_\_\_, J.

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



Telephone Number

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

IN RE: CHANGE OF NAME OF

\_\_\_\_\_ 20\_\_ CIV \_\_\_\_\_

**ORDER**

NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon  
consideration of the Petition for Change of Name for \_\_\_\_\_,  
and upon representation 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  
Petitioner,

IT IS ORDERED that the name of Petitioner be and is hereby changed to \_\_\_\_\_  
\_\_\_\_\_.

BY THE COURT:

\_\_\_\_\_, J.