

IN RE: : IN THE COURT OF COMMON PLEAS
 IN THE MATTER OF : CHESTER COUNTY, PENNSYLVANIA
 PETITION FOR CHANGE OF : CIVIL ACTION-NAME CHANGE
 NAME OF MINOR CHILD : No. _____

PETITION FOR CHANGE OF NAME OF MINOR

1. Petitioner _____ is the guardian and natural
 of _____ a _____ year old minor who was born on _____
2. The petitioner desires to change the name of _____ from,
 _____ to _____ .
3. The petitioner's reasons for desiring this change of name of _____ are that of:

(a) The residences of the petitioner during the five years preceding the filing of this petition are as follows:

_____ from _____ through _____

_____ from _____ through _____

_____ from _____ through _____

4. Petitioner request this Court:

- (a) to fix a hearing on this petition; and,
- (b) to direct that notice be given of the filing of this petition and the hearing.

 Petitioner

IN RE: : IN THE COURT OF COMMON PLEAS
IN THE MATTER OF : CHESTER COUNTY, PENNSYLVANIA
PETITION FOR CHANGE OF : CIVIL ACTION- **NAME CHANGE**
NAME OF MINOR CHILD : No. _____

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 _____ a.m. 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 in two newspapers of general
circulation in Chester County, one of which **MUST** be the official paper for the publication of legal
notices in this County.

BY THE COURT:

J.

IN RE:

IN THE MATTER OF

PETITION FOR CHANGE OF

NAME OF MINOR CHILD

: IN THE COURT OF COMMON PLEAS

: CHESTER COUNTY, PENNSYLVANIA

: CIVIL ACTION-NAME CHANGE

: No. _____

ORDER OF COURT CHANGING NAME

Upon consideration of the attached petition and after hearing, it is found as a fact that the requirement of 54 Pa. C.S. § 701 have been satisfied and the name of:

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. **(Fingerprints are not required for a minor child age 12 and under)**

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 within 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 offices to collect the prepared Name Search Certificates. [NOTE: 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.