

## INSTRUCTIONS FOR FILING AN ADULT NAME CHANGE

1. Attached is the Petition for Change of Name which must be completed in full. You must also have your fingerprints taken.
2. Attached is a Fingerprint Card. You must take the Fingerprint Card to a local police department, the Sheriff's Department or an agency that does fingerprinting for processing. ***(An appointment may be necessary and there may be a fee)***
3. Your fingerprints and the completed paperwork should be presented to the office of Court Administration, 3<sup>rd</sup> Floor, Luzerne County Courthouse, 200 N. River ST., Wilkes-Barre, PA, for processing.
4. The Court Administrator's office will review your paperwork and give you a hearing date. They will assist in making the necessary number of copies.
5. After receiving your hearing date, you must take the original petition and the copies to the Prothonotary's Office for filing. ***(This requires a fee)*** They will assign you a docket number and keep the original. The time-stamped copies will be given back to you. *The Prothonotary's Office must do a lien search. (This requires a fee)*
6. Take a time-stamped copy back to the Court Administrator's Office.
7. The Court Administrator's Office will send you fingerprint card to the State Police for confirmation. After review, the State Police will send the Prothonotary's Office a letter regarding your criminal status, if any.
8. It is necessary that you advertise the time-stamped petition in The Luzerne Legal Register, c/o the Law & Library, 2<sup>nd</sup> Floor, Luzerne County Courthouse **and** another newspaper of your choice. ***(This requires a fee)***
9. You must attend the hearing on the date and time that appears on your petition.
10. On the day of the hearing, you must first go to the Prothonotary's Office to retrieve the lien search and the criminal status letter. You must also bring the proofs of publication from the Legal Register and the chosen newspaper. All of these documents must be presented to the court at the time of your hearing.

Date: \_\_\_\_\_

Citizens' Voice  
75-79 North Washington  
Wilkes Barre, Pa 18711-0523

OR Times Leader  
15 North Main Street  
Wilkes Barre, Pa 18711

Luzerne Legal Register  
Room 23  
Luzerne County Courthouse  
200 North River Street  
Wilkes Barre, Pa 18711

**Re: Petition for Change of Name**

Dear Sir/Madam:

Please advertise the Petition of the above referenced as follows:

**NOTICE IS HEREBY GIVEN** that on \_\_\_\_\_, 20\_\_\_\_, the Petition of \_\_\_\_\_, was filed in the Court of Common Pleas of Luzerne County, No. \_\_\_\_\_ of 20\_\_\_\_, praying for a Decree to Change his/her name to \_\_\_\_\_ (insert the name change you are requesting).

The Court has fixed \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, .m., Luzerne County Courthouse, 200 North River Street, Wilkes Barre, Pennsylvania, 18711, as the time and place for the hearing on said Petition, when and where all interested may appear and show cause why the prayer of the said Petitioner should not be granted.

\_\_\_\_\_ (insert your full name)

\_\_\_\_\_ (insert your address)

\_\_\_\_\_ (insert your phone number)

Please publish once in the next regular publication and send me your bill and proof of Publication to my address.

Sincerely,

\_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY  
PENNSYLVANIA CIVIL DIVISION

DOCKET NO.

In Re the Petition of:

\_\_\_\_\_  
\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
\_\_\_\_\_

**ORDER SCHEDULING HEARING ON NAME CHANGE**

AND NOW, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, upon hearing of the within motion of \_\_\_\_\_, Petitioner(s) above named, it is ORDERED and DECREED that the within Petition be heard on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .m., before the Motions Judge, Luzerne County Courthouse, 200 North River Street, Wilkes Barre, Pennsylvania, 18711.

Petitioner(s) shall obtain a judgment search from all counties in which the subject has resided during the last five (5) years.

IT IS FURTHER ORDERED that the Petitioner shall advertise once in the *Luzerne Legal Register*, and once in a newspaper of general circulation in Luzerne County.

BY THE COURT,

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

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY  
PENNSYLVANIA – CIVIL DIVISION

In Re the Petition of:

DOCKET NO.

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For a Name Change to:

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**VERIFIED PETITION FOR A NAME CHANGE**

And now comes Petitioner(s), \_\_\_\_\_ and \_\_\_\_\_, by this Petition, and upon being duly sworn, respectfully represents and shows this Court::

1. That the Petitioner(s) is/are of full legal age and is a bona fide resident of the County of Luzerne, Commonwealth of Pennsylvania, whose residence address is \_\_\_\_\_.  
Petitioner(s) has/have been a bona fide resident of Luzerne County, Commonwealth of Pennsylvania for \_\_\_\_\_ year(s) immediately prior to filing this Petition.

Petitioner(s) who files this Petition, was born on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in the County of \_\_\_\_\_, State of \_\_\_\_\_, and Country of \_\_\_\_\_.

2. Petitioner's(s') present name is \_\_\_\_\_.

3. Petitioner(s) \_\_\_\_\_ is not married or/ \_\_\_\_\_ is married to \_\_\_\_\_.

4. Petitioner(s) has/have resided at the following address(es) over the last five (5) years:

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5. Petitioner(s) requests the change of name for the following reason(s) (describe in detail):

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6. The proposed change in the Petitioner(s) name, if granted, will not be detrimental to the interests of any other person and is not against the public interest.

7. This Petition is not filed to defraud creditors.

**Wherefore**, the Petitioner(s) intending to change their name(s), requests that by an Order of this Court, made and entered herein, the Petitioner(s) name be changed to and decreed to be:

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Respectfully submitted,

\_\_\_\_\_  
(Sign your current name)

Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY  
PENNSYLVANIA – CIVIL DIVISION

In Re the Petition of:

DOCKET NO.

\_\_\_\_\_  
\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
\_\_\_\_\_

**VERIFICATION**

I, \_\_\_\_\_ (Print your name), verify that the statements made in the foregoing Petition are true and correct to the best of my knowledge or information and belief.

I understand that this verification is made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn fabrication to authorities, which provides that if I knowingly make false averments, I may be subject to criminal penalties.

Date: \_\_\_\_\_

\_\_\_\_\_

(Sign your current name)

IN THE COURT OF COMMON PLEAS OF LUZERNE COUNTY

PENNSYLVANIA – CIVIL DIVISION

DOCKET NO.

In Re the Petition of:

\_\_\_\_\_  
\_\_\_\_\_

For a Name Change to:

\_\_\_\_\_  
\_\_\_\_\_

**DECREE FOR CHANGE OF NAME**

**AND NOW**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
upon hearing on the within Petition and upon motion of \_\_\_\_\_,  
Petitioner(s), with proof of publication and proof that there are no judgments or  
decrees of record or any other matter of like effect against Petitioner(s), and it  
appearing that there are no legal objections to the granting of the prayer of the  
Petition, it is ORDERED and DECREED that the name(s) of the subject be and  
are, from and after this date, changed to \_\_\_\_\_.

BY THE COURT,

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

IN RE: : IN THE COURT OF COMMON PLEAS  
CHANGE OF NAME OF : OF LUZERNE COUNTY  
\_\_\_\_\_ : CIVIL ACTION – LAW  
: NO: \_\_\_\_\_ OF 2015

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# PROOF OF PUBLICATION



_____	:	IN THE COURT OF COMMON PLEAS
_____	:	OF LUZERNE COUNTY
_____	:	
Plaintiff (s)	:	
vs.	:	CIVIL
_____	:	
_____	:	
Defendant (s)	:	NO. _____

**ENTRY OF APPEARANCE OF SELF-REPRESENTED PARTY**  
**PURSUANT TO PA. R.C.P. NO. 1930.8**

Please enter my appearance as a Self-Represented Party in the above captioned proceeding:

1. My name: \_\_\_\_\_  
(Print legibly)
  
2. My address where pleadings and other legal papers may be served:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
3. My contact telephone number (s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Fax number: \_\_\_\_\_
  
4. I understand that I am under a continuing obligation to provide current contact information to the Court, to other self-represented parties and to attorneys of record.
  
5. (If applicable) – I am currently represented by an attorney of record and I wish to be self represented, and
  - a. \_\_\_ I have given contemporaneous notice of this assertion to my attorney of record; or
  - b. \_\_\_ Attached to this entry of appearance is the withdrawal of appearance signed by my attorney of record.

I understand that I must give a filed copy of this entry of appearance to all self-represented parties and attorney s of record.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name