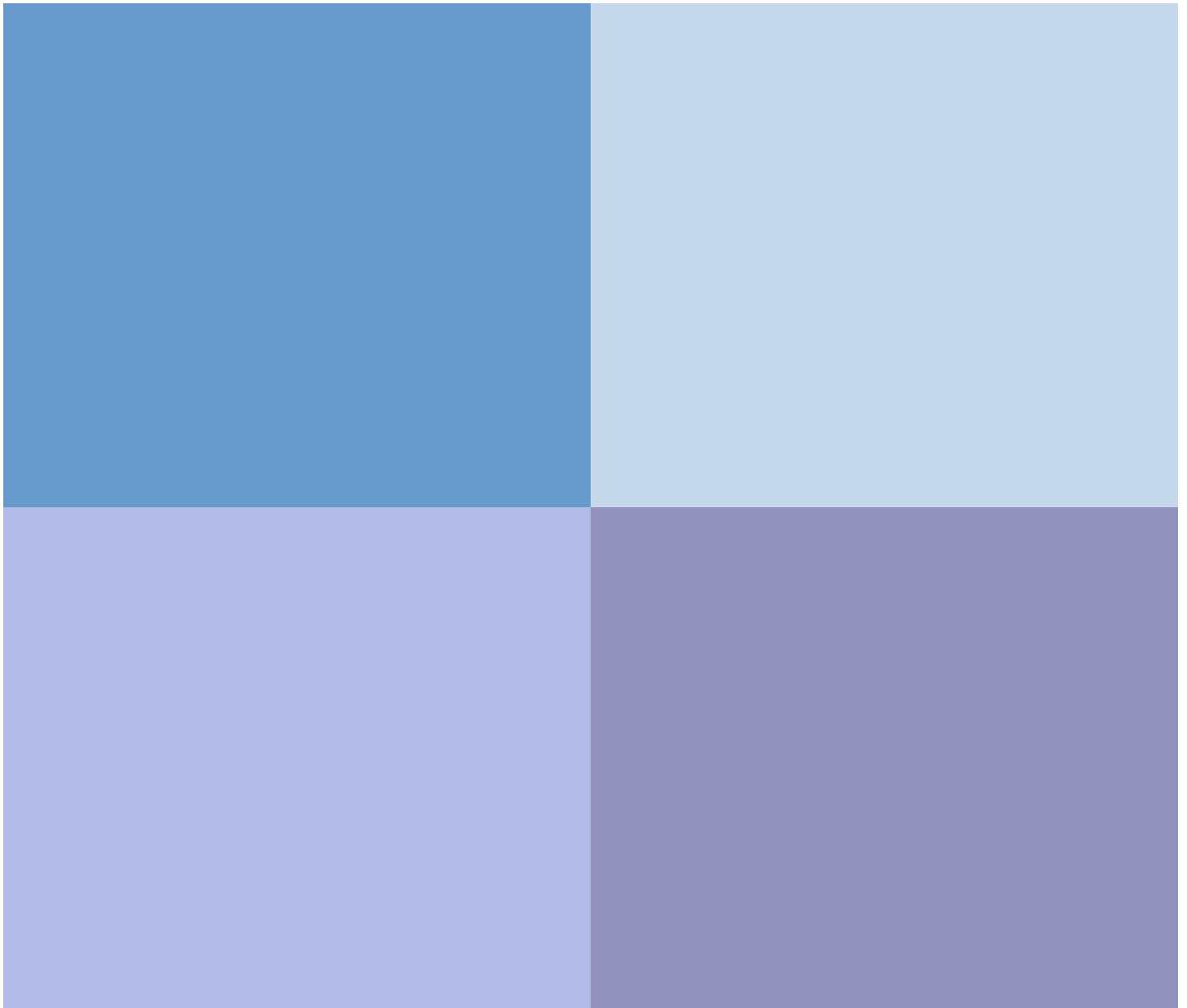


How To Change Your Name

A Self-Help Guide

Pennsylvania Institutional Law Project



How to Change Your Name

A Self-Help Guide produced by the
PA Institutional Law Project



About this Guide

You have the right to change your name for almost any legitimate reason. There are two types of name changes: administrative and legal. An administrative name change consists of correcting the name on a person's birth certificate through the Pennsylvania Department of Health's Division of Vital Records. An example of this is changing a child's name after a second marriage or divorce. For more information on this process, contact the Division of Vital Records at 724-656-3100. The second method of changing your name is a legal name change. This method requires a court hearing, notification to police officials, a judgment search, and notice to the public prior to the hearing. (Two exceptions to these requirements are when you want to resume the use of your former surname after divorce or the death of your spouse.) This guide is intended to allow those wishing to change their names to do so without the need for an attorney.

REMINDER!

This guide is not intended to cover every situation or address every question. Keep in mind that the law may have changed since July 2010 when this guide was last updated.

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About the Pennsylvania Institutional Law Project

The Pennsylvania Institutional Law Project seeks to deliver civil legal services to the institutional population of our Commonwealth. Difficulties with access and the unique nature of institutional legal issues requires a specialized method of delivering such services. The project was created and designed to meet the needs of low income residents of our prisons, jails, state hospitals and state centers.

The goal of the institutional Law Project is to ensure equal access to justice for indigent institutionalized persons. We are a non-profit organization administered by the PA Legal Aid Network.



For additional copies of this free self-help guide for residents of Pennsylvania, please contact:

Pennsylvania Institutional Law Project

The Cast Iron Building
718 Arch Street, Suite 304 South
Philadelphia, PA 19106
215-925-2966 (phone)
215-925-5337 (fax)
www.pailp.org

Are You Eligible for a Name Change?

Have you ever been convicted of the following offenses?

1. Murder
2. Voluntary manslaughter
3. Rape
4. Involuntary deviate sexual intercourse
5. Statutory sexual assault
6. Sexual assault
7. Aggravated indecent assault
8. Robbery as defined in 18 Pa.C.S. § 3701(a)(1)(i) (relating to robbery)
9. Aggravated assault as defined in 18 Pa.C.S. § 2702(a)(1) or (2) (relating to aggravated assault)
10. Arson as defined in 18 Pa.C.S. § 3301(a) (relating to arson and related offenses)
11. Kidnapping or robbery of a motor vehicle or criminal attempt
12. Criminal conspiracy or criminal solicitation to commit any of the offenses listed above or an equivalent crime.

YES: You are **NOT** eligible to change your name.

NO

Have you ever been convicted of a felony?

YES

NO

Have 2 calendar years passed since you completed your sentence?

YES

NO

Are you currently subject to probation or parole?

YES: You are **NOT** currently eligible to change your

NO

You are eligible to petition for a name-change

Has your felony conviction been pardoned?

NO: You are **NOT** currently eligible to change your name.

YES

You are eligible to petition for a name-change

If you are eligible to petition for a name-change, please note the following:

- There is no guaranteed constitutional right to change your name. *In re Moser*, 65 Pa. D. & C. 2d 356 (Pa. Ct. Com. Pl. 1974).
- The Court should exercise its discretion in deciding your petition using good sense, common decency and fairness to all parties and to the public. *In re Miller*, 824 A.2d 1207 (Pa. Super. Ct. 2003). Furthermore, a denial must be grounded in some factual basis. *Petition of Alexander*, 394 A.2d 597 (Pa. Super. Ct. 1978).
- The Court can deny your petition if the name change will be harmful to the public or the rights of others. *In re Hurley*, 38 Pa. D. & C.2d 146 (Pa. Ct. Com. Pl. 1965).
- A religion-inspired desire to change your name is a worthy motive. *Petition of Alexander*, 394 A.2d 597 (Pa. Super. Ct. 1978).
- If your intention is to defraud the public by changing your name, your petition will not likely be granted. *In re McIntyre*, 33 Pa. D. & C.4th 79 (Pa. Ct. Com. Pl. 1996).
- The Court is unlikely to permit you to change your name to anything it considers unduly burdensome, lengthy, difficult to pronounce or offensive. *In re Ravitch*, 754 A.2d 1287 (Pa. Super. Ct. 2000).

STEP ONE:

Get your fingerprints taken and be sure to save the fingerprint card — you will need it later. In Philadelphia, two fingerprinting services are Rosa Photo, tel. 215-432-4622 and Passport Photo Services, tel. 215-925-3127. Be sure to bring photo identification with you and to call ahead to get the hours they are open and check on the cost.

Fee: \$20 to \$25**STEP TWO:**

File a completed Petition for Name Change, Verification form, Order of Publication, Notice for Change of Name and Decree for Change of Name, in Room 280 City Hall.

- Samples of the forms used in Philadelphia can be found on pages 11-18.
- Outside Philadelphia, contact the Prothonotary's office in your county to get the forms and instructions. A list of Prothonotaries in Pennsylvania can be found on pages 6-8.
- Along with your petition, you will need to submit a copy of your Birth Certificate, Social Security Card, Valid Photo Identification and your original fingerprint card to Room 287 City Hall.
- You will receive a hearing date.

Fee: \$316.48**STEP THREE:**

Perform two (2) judgment searches, based on your valid identification.

- This must be done AFTER you have received a hearing date (not before) but within 30 days of the hearing.
- One judgment search must be done through Family Court
34 South 11th Street
Philadelphia, PA 19107
- The next judgment search must be done through the Prothonotary's Office
Room 284 City Hall
Philadelphia, PA 19107

Fee: \$20.00**Fee: \$100.10**

Be sure to keep records of your judgment searches, you will need these later.

STEP FOUR:

Notify the public that you are changing your name by posting a "Notice of Hearing" with the date, time, and place of the hearing on your petition in each of the following publications for one day (for Philadelphia):

1. Philadelphia Daily News or the Philadelphia Inquirer (215-854-2000)
2. The Legal Intelligencer (215-557-2300)

For counties other than Philadelphia., contact the county Prothonotary for publications.

1. Fee: \$250.00**2. Fee: \$170.00****STEP FIVE:**

Bring all your documents to the hearing, including proof of the public announcements and judgment searches. If you are incarcerated at the time you file the petition, you may ask the court to waive your personal appearance at the hearing and allow you to appear by telephone. You also have the right to file a petition seeking a court order directing that the prison authorities transport you to the hearing. If you do this, you would be responsible for paying the cost of transportation, which can be very high.

Fee: \$41.58**STEP SIX:**

When you receive your final Name Change Order, submit it to Room 269 City Hall, Philadelphia, PA 19107 to be certified. Once you have received this order, don't forget to have it changed on your Social Security Card, Drivers License and Passport.

ABOUT THE FEES

- The fees listed here are for Philadelphia only and are approximate as of the time of publication.
- If the costs associated with the name change are too burdensome, you may petition the court to proceed *in forma pauperis*, and allow you to avoid paying the court's fees. Keep in mind that you will still have to pay the other costs related to the name change process. The instructions and forms for petitioning to proceed *in forma pauperis* can be found at pages 18 - 30.
- Note, however, that because Pennsylvania courts do not consider name-changes to be a guaranteed constitutional right, indigent (poor) persons are not entitled to have these costs waived. Therefore, it is possible, but not guaranteed, that these costs may be waived. *In re Moser*, 65 Pa. D. & C. 2d 356 (Pa. Ct. Com. Pl. 1974).
- If your petition is denied, your fees will **not** be refunded.

Helpful Resources

The following organizations may be able to assist you in the name change process:

Community Legal Services

1424 Chestnut Street
Philadelphia, PA 19102-2505
(215) 981-3700
www.clsphila.org

Philadelphia Legal Assistance

42 South 15th Street, Suite 500
Philadelphia, PA 19102
(215) 981-3800
www.philalegal.org

Northwestern Legal Services

Renaissance Center
1001 State Street, Suite 700
Erie, PA 16501
(814) 452-6949
www.NWLS.org

Prothonotary Offices Outside Philadelphia

Outside Philadelphia County, contact the Prothonotary's office in the county in which you are located to get information about the name change process, forms, and fees in your county.

Adams County Prothonotary
117 Baltimore Street, Suite 104
Gettysburg, PA 17325
(717) 337-9834

Beaver County Prothonotary
810 3rd Street
Beaver, PA 15009
(724) 728-5700

Blair County Prothonotary
423 Allegheny Street, Suite 144
Hollidaysburg, PA 16648
(814) 693-3080

Butler County Prothonotary
First Floor, County Courthouse
300 South Main Street
P.O. Box 1208
Butler, PA 16003-1208
(724) 284-5214

Carbon County Prothonotary
Carbon County Courthouse
4 Broadway, P.O. Box 130
Jim Thorpe, PA 18229
(570) 325-2481

Clarion County Prothonotary
421 Main Street, Suite 25
Clarion, PA 16214
(814) 226-4000

Columbia County Prothonotary
Columbia County Courthouse
35 West Main Street, P.O. Box 380
Bloomsburg, PA 17815
(570) 389-5618

Delaware County Prothonotary
Office of Judicial Support
Government Center Building
201 West Front Street
Media, PA 19063
(610) 891-4370

Fayette County Prothonotary
Fayette County Courthouse
61 East Main Street
Uniontown, PA 15401
(724) 430-1253

Allegheny County Prothonotary
Allegheny County Courthouse
414 Grant Street, Suite 115
Pittsburgh, PA 15219
(412) 350-4200

Bedford County Prothonotary
Bedford County Courthouse
200 South Juliana Street
Bedford, PA 15522
(814) 623-4833

Bradford County Prothonotary
Courthouse 301 Main Street
Towanda, PA 18848
(570) 265-1705

Cambria County Prothonotary
200 South Center Street
Ebensburg, PA 15931
(814) 472-1637

Centre County Prothonotary
High & Allegheny Streets, Suite 102
Bellefonte, PA 16823
(814) 355-6796

Clearfield County Prothonotary
Clearfield County Courthouse
230 East Market Street, P.O. Box 549
Clearfield, PA 16830
(814) 765-2641

Crawford County Prothonotary
Crawford County Courthouse
903 Diamond Park
Meadville, PA 16335
(814) 333-7324

Elk County Prothonotary
Elk County Courthouse
240 Main Street, P.O. Box 237
Ridgway, PA 15853
(814) 776-5344

Forest County Prothonotary
Forest County Courthouse
526 Elm Street, # 2
Tionesta, PA 16353
(814) 755-3526

Armstrong County Prothonotary
Armstrong County Courthouse
500 East Market Street, Suite 103
Kittanning, PA 16201
(724) 548-3255

Berks County Prothonotary
Courthouse, 2nd Floor
633 Court Street
Reading, PA 19601
(610) 478-6970

Bucks County Prothonotary
55 East Court Street
Doylestown, PA 18901
(215) 348-6191

Cameron County Prothonotary
20 East 5th Street
Emporium, PA 15834
(814) 486-3349

Chester County Prothonotary
Chester County Justice Center
201 West Market Street, Suite 1425
P.O. Box 2746
West Chester, PA 19380
(610) 344-6300

Clinton County Prothonotary
230 East Water Street
Lock Haven, PA 17745
(570) 893-4007

Dauphin County Prothonotary
Dauphin County Courthouse
101 Market Street
Harrisburg, PA 17101
(717) 780-6520

Erie County Prothonotary
Erie County Courthouse, Suite 120
140 West 6th Street
Erie, PA 16501
(814) 451-6250

Franklin County Prothonotary
Franklin County Courthouse
157 Lincoln Way East
Chambersburg, PA 17201
(717) 261-3858

Fulton County Prothonotary

Fulton County Courthouse
201 North 2nd Street
McConnellsburg, PA 17233
(717) 485-4212

Greene County Prothonotary

Greene County Courthouse
10 East High Street, Suite 105
Waynesburg, PA 15370
(724) 852-5289

Huntingdon County Prothonotary

Huntingdon County Courthouse
223 Penn Street, P.O. Box 39
Huntingdon, PA 16652
(814) 643-1610

Indiana County Prothonotary

Indiana County Courthouse
825 Philadelphia Street, 1st Floor
Indiana, PA 15701
(724) 465-3855

Jefferson County Prothonotary

Jefferson County Courthouse
200 Main Street, Suite 102
Brookville, PA 15825
(814) 849-1606

Juniata County Prothonotary

Juniata County Courthouse
Bridge & Main Streets, P.O. Box 68
Mifflintown, PA 17059
(717) 436-7715

Lackawanna County Prothonotary

Brooks Building
436 Spruce Street
Scranton, PA 18503
(570) 963-672

Lancaster County Prothonotary

Lancaster County Courthouse
50 north Duke Street
P.O. Box 83480
Lancaster, PA 17608
(717) 299-8282

Lawrence County Prothonotary

Lawrence County Government Center
430 Court Street
New Castle, PA 16101
(724) 656-2126

Lebanon County Prothonotary

Lebanon County Municipal Building
400 South 8th Street
Lebanon, PA 17042
(717) 274-2801

Lehigh County Prothonotary

Clerk of Judicial Records
Lehigh County Courthouse
455 West Hamilton Street
Allentown, PA 18101
(610) 782-3148

Luzerne County Prothonotary

Luzerne County Courthouse
200 North River Street
Wilkes-Barre, PA 18711
(570) 825-1743

Lycoming County Prothonotary

Lycoming County Courthouse
48 West 3rd Street
Williamsport, PA 17701
(570) 327-2251

McKean County Prothonotary

McKean County Courthouse
500 West Main Street, P.O. Box 273
Smethport, PA 16749
(814) 887-3270

Mercer County Prothonotary

105 Mercer County Courthouse
120 South Diamond Street
Mercer, PA 16137
(724) 662-3800

Mifflin County Prothonotary

Mifflin County Courthouse
20 N Wayne Street
Lewistown, PA 17044
(717) 248-8146

Monroe County Prothonotary

Monroe County Courthouse
610 Monroe Street
Stroudsburg, PA 18360
(570) 517-3390

Montgomery County Prothonotary

Montgomery County Courthouse
P.O. Box 311
Norristown, PA 19404
(610) 278-3360

Montour County Prothonotary

Montour County Courthouse
29 Mill Street
Danville, PA 17821
(570) 271-3010

Northampton County Prothonotary

Northampton Co. Government Center
669 Washington Street
Easton, PA 18042
(610) 559-3060

Northumberland County Prothonotary

Northumberland County Courthouse
201 Market Street
Sunbury, PA 17801
(570) 988-4151

Perry County Prothonotary

Perry County Courthouse
P.O. Box 325
New Bloomfield, PA 17068
(717) 582-2131

Philadelphia County Prothonotary

284 City Hall
Philadelphia, PA 19107
(215) 686-6652

Pike County Prothonotary

Pike County Courthouse
412 Broad Street
Milford, PA 18337
(570) 296-7231

Potter County Prothonotary

Potter County Courthouse
1 East 2nd Street, Suite 23
Coudersport, PA 16915
(814) 274-9740

Schuylkill County Prothonotary

Schuylkill County Courthouse
401 North Second Street
Pottsville, PA 17901
(570) 628-1270

Snyder County Prothonotary

Snyder County Courthouse
9 West Market Street, P.O. Box 217
Middleburg, PA 17842
(570) 837-4202

Prothonotary Offices Outside Philadelphia

Somerset County Prothonotary

Somerset County Courthouse
111 East Union Street, Suite 165
Somerset, PA 15501
(814) 445-1428

Tioga County Prothonotary

Tioga County Courthouse
116 Main Street
Wellsboro, PA 16901
(570) 724-9281

Warren County Prothonotary

Warren County Courthouse
204 4th Ave
Warren, PA 16365
(814) 728-3440

Westmorland County Prothonotary

Westmoreland County Courthouse
2 North Main Street, Suite 501
PO Box 1630
Greensburg, PA 15601
(724) 830-3516

Sullivan County Prothonotary

Sullivan County Courthouse
245 Muncy Street
Laporte, PA 18626
(570) 946-7351

Union County Prothonotary

Union County Courthouse
103 South 2nd Street
Lewisburg, PA 17837
(570) 524-8751

Washington County Prothonotary

Washington County Courthouse
1 South Main Street, Suite 1001
Washington, PA 15301
(724) 228-6770

Wyoming County Prothonotary

Wyoming County Courthouse
One Courthouse Square
Tunkhannock, PA 18657
(570) 996-2234

Susquehanna County Prothonotary

Susquehanna County Courthouse
11 Maple Street
P.O. Box 218
Montrose, PA 18801
(570) 278-4600

Venango County Prothonotary

Venango County Courthouse
1168 Liberty Street, P.O. Box 831
Franklin, PA 16323
(814) 432-9577

Wayne County Prothonotary

Wayne County Courthouse
925 Court Street
Honesdale, PA 18431
(570) 253-5970

York County Prothonotary

York County Judicial Center
45 North George Street
York, PA 17401
(717) 771-9611

54 Pa.C.S. § 701. Court approval required for change of name

(a) GENERAL RULE.-- Except as set forth in subsection (b), it shall be unlawful for any person to assume a name different from the name by which such person is and has been known, unless such change in name is made pursuant to proceedings in court in accordance with subsection (a.1).

(A.1) PROCEDURE.--

(1) An individual must file a petition in the court of common pleas of the county in which the individual resides. If a petitioner is married, the petitioner's spouse may join as a party petitioner, in which event, upon compliance with the provisions of this subsection, the spouse shall also be entitled to the benefits of this subsection.

(2) The petition must set forth all of the following:

- (i) The intention to change the petitioner's name.
- (ii) The reason for the name change.
- (iii) The current residence of petitioner.
- (iv) Any residence of the petitioner for the five years prior to the date of the petition.
- (v) If the petitioner requests the court proceed under paragraph (3)(iii).

(3) Upon filing of the petition, the court shall do all of the following:

- (i) Set a date for a hearing on the petition. The hearing shall be held not less than one month nor more than three months after the petition is filed.
- (ii) Except as provided in subparagraph (iii), by order, direct that notice be given of the filing of the petition and of the date set for the hearing on the petition and that the notice be treated as follows:
 - (A) Published in two newspapers of general circulation in the county where the petitioner resides or a county contiguous to that county. One of the publications may be in the official paper for the publication of legal notices in the county.
 - (B) Given to any nonpetitioning parent of a child whose name may be affected by the proceedings.
- (iii) If the court finds that the notice required in subparagraph (ii) would jeopardize the safety of the person seeking the name change or his or her child or ward, the notice required shall be waived by order of the court. Upon granting the request to waive any notice requirement, the court shall seal the file. In all cases filed under this paragraph, whether or not the name change petition is granted, there shall be no public access to any court record of the name change petition, proceeding or order, unless the name change is granted but the file is not sealed. The records shall only be opened by order of the court in which the petition was granted based upon a showing of good cause or at the applicant's request.

(4) At the hearing, the following apply:

- (i) Any person having lawful objection to the change of name may appear and be heard.
- (ii) The petitioner must present to the court all of the following:
 - (A) Proof of publication of the notice under paragraph (3)(ii) unless petitioner requested the court proceed under paragraph (3)(iii) and the court granted the request.
 - (B) An official search of the proper offices of the county where petitioner resides and of any other county where petitioner has resided within five years prior to filing the petition showing that there are no judgments, decrees of record or other similar matters against the petitioner. This clause may be satisfied by a certificate given by a corporation authorized by law to make the search under this clause.
- (5) The court may enter a decree changing the name as petitioned if the court is satisfied after the hearing that there is no lawful objection to the granting of the petition.

(b) INFORMAL CHANGE OF NAME.-- Notwithstanding subsection (a), a person may at any time adopt and use any name if such name is used consistently, nonfraudulently and exclusively. The adoption of such name shall not, however, be in contravention of the prohibitions contained in section 702(c) (relating to change by order of court).

54 Pa. C.S. § 702. Change by order of court

- (a) **GENERAL RULE.**-- The court of common pleas of any county may by order change the name of any person resident in the county.
- (b) **PROCEDURE.**-- Prior to entry of an order of approval of change of name, all of the following shall apply:
- (1) The court must forward to the Pennsylvania State Police a duplicate copy of the application for change of name and a set of the person's fingerprints. The person applying for the change of name is responsible for costs under this paragraph.
 - (2) The Pennsylvania State Police shall use the fingerprints to determine if the person is subject to 18 Pa.C.S. Ch. 91 (relating to criminal history record information).
 - (3) The Pennsylvania State Police shall:
 - (i) if the person is subject to 18 Pa.C.S. Ch. 91, note the name change on the person's criminal history record information; or
 - (ii) if the person is not subject to 18 Pa.C.S. Ch. 91, destroy the fingerprints.
 - (4) Within 60 days of receipt of the material under paragraph (1), the Pennsylvania State Police shall certify to the court what action has been taken under paragraph (3).
 - (5) The procedure in this subsection shall not apply to proceedings involving:
 - (i) An election to resume a prior surname pursuant to section 704 (relating to divorced person may resume prior name).
 - (ii) Name changes involving minor children in adoption proceedings.
 - (iii) A name change involving a minor child whose name is being changed pursuant to section 703 (relating to effect on children) or because of the change of name of the child's parent.
- (c) **CONVICTED FELONS.**--
- (1) The court may order a change of name for a person convicted of a felony, subject to provisions of paragraph (2), if:
 - (i) at least two calendar years have elapsed from the date of completion of a person's sentence and that person is not subject to the probation or parole jurisdiction of any court, county probation agency or the Pennsylvania Board of Probation and Parole; or
 - (ii) the person has been pardoned.
 - (2) The court may not order a change of name for a person convicted of murder, voluntary manslaughter, rape, involuntary deviate sexual intercourse, statutory sexual assault, sexual assault, aggravated indecent assault, robbery as defined in 18 Pa.C.S. § 3701(a)(1)(i)(relating to robbery), aggravated assault as defined in 18 Pa.C.S. §2702(a)(1) or (2) (relating to aggravated assault), arson as defined in 18 Pa.C.S. § 3301(a) (relating to arson and related offenses), kidnapping or robbery of a motor vehicle or criminal attempt, criminal conspiracy or criminal solicitation to commit any of the offenses listed above or an equivalent crime under the laws of this Commonwealth in effect at the time of the commission of that offense or an equivalent crime in another jurisdiction.
 - (3) The court shall notify the Office of Attorney General, the Pennsylvania State Police and the office of the district attorney of the county in which the person resides when a change of name for a person convicted of a felony has been ordered. The Pennsylvania State Police, upon receipt of this notice, shall include the change of name information in the central repository as provided for in 18 Pa.C.S. Ch. 91 (relating to criminal history record information).

**SAMPLE FORMS
FOR PHILADELPHIA COUNTY NAME CHANGE**

Court of Common Pleas of Philadelphia County
 Trial Division
Civil Cover Sheet

For Prothonotary Use Only (Docket Number)

PLAINTIFF'S NAME In Re:		DEFENDANT'S NAME	
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS	
PLAINTIFF'S NAME		DEFENDANT'S NAME	
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS	
PLAINTIFF'S NAME		DEFENDANT'S NAME	
PLAINTIFF'S ADDRESS		DEFENDANT'S ADDRESS	
TOTAL NUMBER OF PLAINTIFFS 1	TOTAL NO. OF DEFENDANTS 0	COMMENCEMENT OF ACTION <input type="checkbox"/> Complaint <input checked="" type="checkbox"/> Petition Action <input type="checkbox"/> Notice of Appeal <input type="checkbox"/> Writ of Summons <input type="checkbox"/> Transfer From Other Jurisdictions	
AMOUNT IN CONTROVERSY <input type="checkbox"/> \$50,000.00 or less <input type="checkbox"/> More than \$50,000.00	COURT PROGRAMS <input type="checkbox"/> Arbitration <input type="checkbox"/> Jury <input type="checkbox"/> Non-Jury <input type="checkbox"/> Other:	<input type="checkbox"/> Mass Tort <input type="checkbox"/> Savings Action <input checked="" type="checkbox"/> Petition	<input type="checkbox"/> Commerce <input type="checkbox"/> Minor Court Appeal <input type="checkbox"/> Statutory Appeals <input type="checkbox"/> Settlement <input type="checkbox"/> Minors <input type="checkbox"/> W/D/Survival
CASE TYPE AND CODE (SEE INSTRUCTIONS) 8C NAME CHANGE - ADULT			
STATUTORY BASIS FOR CAUSE OF ACTION (SEE INSTRUCTIONS)			
RELATED PENDING CASES (LIST BY CASE CAPTION AND DOCKET NUMBER)			IS CASE SUBJECT TO COORDINATION ORDER? Yes No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
TO THE PROTHONOTARY: Kindly enter my appearance on behalf of Plaintiff/Petitioner/Appellant: Papers may be served at the address set forth below.			
NAME OF PLAINTIFF'S/PETITIONER'S/APPELLANT'S ATTORNEY		ADDRESS (SEE INSTRUCTIONS)	
PHONE NUMBER	FAX NUMBER		
SUPREME COURT IDENTIFICATION NO.		E-MAIL ADDRESS	
SIGNATURE		DATE	

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

WHEREFORE, Petitioner respectfully requests this Court, pursuant to the Act of December 16, 1982, P.L. 1309, No. 295, Section 2, 54 Pa. Cons. Stat. Section 702, 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:

(Please print name)

Signature of Petitioner

Date: _____

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL

IN THE MATTER OF _____ : _____ TERM, _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 :
 :
 :
 : NO. _____

ORDER FOR PUBLICATION

AND NOW, this _____ day of _____, 200_____,
on motion of the above named Petitioner, it is **ORDERED** and **DECREED** that the
within Petition for Change of Name be heard on the _____ day of
_____, 200_____, in Courtroom 285, City Hall, Philadelphia, Pa., at
_____ o'clock ____ .m., and that notice of the filing of the within petition and of
the aforesaid date of hearing be published in *The Legal Intelligencer*, and a paper of
general circulation.

BY THE COURT:

J.

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL

IN THE MATTER OF _____ : _____ TERM, _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 :
 :
 : NO. _____

NOTICE OF NAME CHANGE

NOTICE

NOTICE IS HEREBY GIVEN that on the _____ day of _____, 200____, the Petition for Change of Name, filed by Petitioner, _____, was filed in the above-named Court, praying for a decree to change his/her name to _____.

The Court has fixed _____, at _____ o'clock ____ .m., in _____, Philadelphia, Pa., 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 prayer of the said petition should not be granted.

Petitioner

FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
COURT OF COMMON PLEAS OF PHILADELPHIA COUNTY
TRIAL DIVISION—CIVIL

IN THE MATTER OF _____ : _____ TERM, _____
PETITION FOR CHANGE OF :
NAME OF :
 :
 :
 :
 :
 :
 :
 :
 : NO. _____

DECREE FOR CHANGE OF NAME

AND NOW, this _____ day of _____, 200____, on 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 matter of like effect against the petitioner, and it appearing that there is no legal objection to the granting of the prayer of the petition,

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

BY THE COURT:

J.

**INSTRUCTIONS AND FORMS
FOR PETITIONING TO PROCEED
*IN FORMA PAUPERIS***

Instructions for completing Petition to Proceed *In Forma Pauperis*

1. **All blanks and all questions MUST be filled in or answered. Dollar amounts MUST be clearly stated where requested.**
2. **A copy of your latest Pennsylvania tax or federal tax return should be attached.**
3. **Service of a copy of this petition MUST be made on the opposing party or opposing party's attorney.**
4. **Please attach a self-addressed, stamped envelope for yourself and an addressed, stamped envelope for each opposing party or opposing party's attorney.**
5. **Petitioner is required to have the enclosed Affidavit notarized by a licensed Notary Public.**
6. **Your petition may be dismissed or denied for failure to properly complete all information.**

Definition of Terms:

Affidavit: A voluntary declaration of facts written down and sworn to by the declarant before an officer authorized to administer oaths.

Defendant: A person who is sued in a civil or criminal proceeding.

In Forma Pauperis: [Latin "in the manner of a pauper"] To proceed in the manner of an indigent who is permitted to disregard filing fees and court costs.

Petitioner: A party who presents a petition to a court or other official body.

Plaintiff: The party who brings a civil suit in a court of law against another person or entity.

MOTION TO PROCEED IN FORMA PAUPERIS
PHILADELPHIA COURT OF COMMON PLEAS
PETITION/MOTION COVER SHEET

CONTROL NUMBER:

(RESPONDING PARTIES MUST INCLUDE THIS NUMBER ON ALL FILINGS)

FOR COURT USE ONLY	
ASSIGNED TO JUDGE:	ANSWER/RESPONSE DATE:
<i>Do not send Judge courtesy copy of Petition/Motion/Answer/Response. Status may be obtained online at http://courts.phila.gov</i>	

_____ Term, _____
 _____ Month _____ Year
 No. _____

Name of Filing Party: _____
 (Check one) Plaintiff Defendant
 (Check one) Movant Respondent

 vs.

INDICATE NATURE OF DOCUMENT FILED:
 Petition (Attach Rule to Show Cause) Motion
 Answer to Petition Response to Motion

Has another petition/motion been decided in this case? Yes No
 Is another petition/motion pending? Yes No
 If the answer to either question is yes, you must identify the judge(s): _____

TYPE OF PETITION/MOTION (see list on reverse side) MOTION TO PROCEED IN FORMA PAUPERIS	PETITION/MOTION CODE (see list on reverse side) MTIFP
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ANSWER/RESPONSE FILED TO (Please insert the title of the corresponding petition/motion to which you are responding): _____

I. CASE PROGRAM
 Is this case in the (answer all questions):
A. COMMERCE PROGRAM
 Name of Judicial Team Leader: _____
 Applicable Petition/Motion Deadline: _____
 Has deadline been previously extended by the Court?
 Yes No
B. DAY FORWARD/MAJOR JURY PROGRAM — Year _____
 Name of Judicial Team Leader: _____
 Applicable Petition/Motion Deadline: _____
 Has deadline been previously extended by the Court?
 Yes No
C. NON JURY PROGRAM
 Date Listed: _____
D. ARBITRATION PROGRAM
 Arbitration Date: _____
E. ARBITRATION APPEAL PROGRAM
 Date Listed: _____
F. OTHER PROGRAM: _____
 Date Listed: _____

II. PARTIES
 (Name, address and telephone number of all counsel of record and unrepresented parties. Attach a stamped addressed envelope for each attorney of record and unrepresented party.)

III. OTHER

By filing this document and signing below, the moving party certifies that this motion, petition, answer or response along with all documents filed, will be served upon all counsel and unrepresented parties as required by rules of Court (see PA. R.C.P. 206.6, Note to 208.2(a), and 440). Furthermore, moving party verifies that the answers made herein are true and correct and understands that sanctions may be imposed for inaccurate or incomplete answers.

 (Attorney Signature/Unrepresented Party) (Date) (Print Name) (Attorney I.D. No.)

The Petition, Motion and Answer or Response, if any, will be forwarded to the Court after the Answer/Response Date. No extension of the Answer/Response Date will be granted even if the parties so stipulate.



**First Judicial District of Pennsylvania
Court of Common Pleas of Philadelphia County
Civil Trial Division**

_____, *pro se*
(your name)

(full address)

(area code and telephone number)

: Term, 20_____
: (month) (year)

Plaintiff(s)

VS.

: NO. _____
Defendant(s)

In Forma Pauperis Order

AND NOW, this _____ day of _____, 20_____, it is
hereby ORDERED AND DECREED that:

1. Petitioner be permitted to proceed without paying the costs of this proceeding or posting a bond.
2. Petitioner be permitted to obtain service of the papers filed without cost.
3. Petitioner be permitted to proceed *in forma pauperis* as to any additional costs which accrue in the course of this proceeding.

4. If there is a monetary recovery by judgment or settlement in favor of the party permitted to proceed *in forma pauperis*, the exonerated fees and costs shall be taxed as costs and paid to the Prothonotary by the party paying the monetary recovery.

5. Petitioner has a continuing obligation to inform the Court of any improvement in party's financial circumstances that will enable the party to pay costs.

BY THE COURT:

J.

**First Judicial District of Pennsylvania
Court of Common Pleas of Philadelphia County
Civil Trial Division**

_____, pro se
(your name)

(full address)

(area code and telephone number)

: _____, TERM, 20_____
: (month) (year)

Plaintiff(s)

VS.

Defendant(s)

: NO. _____

***Petition to Proceed In Forma Pauperis
and Without Payment of Bond***

TO THE HONORABLE, THE JUDGES OF SAID COURT:

Petitioner, (*your name*) _____, seeks
(*please print your name*)

leave to proceed in this matter *in forma pauperis*, and respectfully represents that:

1. I am the (*indicate plaintiff or defendant*) _____ in these proceedings.

Court Term _____ 20____ and No. _____

2. I reside at (*state your full address*) _____

3. I have listed my sources and amounts of income truly and correctly on the attached affidavit.

4. I have the following average monthly expenses for the indicated items:

Housing: _____	Insurance: _____
Utilities: _____	Transportation: _____
(Gas): _____	Medical: _____
(Oil): _____	Loans: _____
(Electric): _____	Laundry: _____
(Phone): _____	Child Care: _____
Food: _____	Child Support: _____
Clothing: _____	

5. I neither own nor have equity in any assets other than the following (*state values in dollars*): _____

6. I am unable to pay the costs of these proceedings or to obtain the amount of costs from family or friends.

Court Term _____ 20____ and No. _____

WHEREFORE, Petitioner prays that he/she be permitted to proceed in this matter *in forma pauperis* and without the payment of bond.

Petitioner (Print your name)

Petitioner (Sign your name)

2. I am unable to obtain funds from anyone, including my family and associates, to pay the costs of litigation.

3. I represent that the information below relating to my ability to pay the fees and costs is true and correct:

(a) Name: _____

Address: _____

Social Security # _____

(b) **EMPLOYMENT**

If you are presently employed, state:

Employer : _____

Address: _____

Salary/wages
Per Month: _____

Type of Work: _____

If you are presently unemployed, state:

Date of last Employment: _____

Salary/Wages
Per Month: _____

Type of Work: _____

(c) **OTHER INCOME WITHIN THE PAST TWELVE (12) MONTHS**
(state as dollar amounts)

Business or Profession: _____

Other Self-employment: _____

Interest: _____

Dividends: _____

Pension and Annuities: _____

Social Security Benefits: _____

Support Payments: _____

Disability Payments: _____

Unemployment Compensation &
Supplemental Benefits: _____

Workmans' Compensation: _____

Public Assistance: _____

Other: _____

(d) OTHER CONTRIBUTIONS TO HOUSEHOLD SUPPORT (state as dollar amounts)

(Wife) (Husband) (Friend) Name: _____

If your (wife) (husband) (friend) is employed, state:

Employer: _____

Salary/Wages
Per Month: _____

Type of Work: _____

Contributions
From Children: _____

Contributions
From Parents: _____

Other Contributions: _____

(e) PROPERTY OWNED (state as dollar amounts)

Cash: _____

Checking Account: _____

Savings Account: _____

Certificates of Deposit: _____

Real Estate
(Including Home): _____

Motor Vehicle: Make _____ Year _____

Cost \$ _____ Amount Owed Z _____

Stocks & Bonds: _____

Other: _____

(f) DEBTS AND OBLIGATIONS (state as dollar amounts)

Mortgage: _____

Rent: _____

Loans: _____

Other: _____

(g) PERSONS DEPENDENT UPON YOU FOR SUPPORT

(Wife) (Husband) Name: _____

Children, if any: _____ Age _____

_____ Age _____

_____ Age _____

_____ Age _____

Other Persons:

Name: _____

Relationship: _____

4. I understand that I have a continuing obligation to inform the Court of improvement in my financial circumstances which would permit me to pay the costs incurred herein.

5. I verify that the statements made in this affidavit are true and correct. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. §4904, relating to unsworn falsification to authorities.

Dated: _____
Petitioner (Print your name)

Petitioner (Sign your name)

Sworn to and subscribed before me this

_____ day of _____, 20_____.

Notary Public

Certificate of Service

I hereby certify that I have served a copy of this petition upon all other parties or their attorney of record by:

Please check:

_____ Regular First Class Mail

_____ Certified Mail

_____ Other

Name of Petitioner (Print Name)

Signature of Petitioner (Sign your name)

Dated: _____