

County of Susquehanna

Court's Self-Help/Pro Se - Packet

Instructions for filing a **PETITION FOR A NAME CHANGE**

This packet is to be used to file for a name change in Susquehanna County.

PARENTS OF MINORS - PLEASE TAKE NOTE:

A Separate Petition must be filed for EACH minor child. If you are seeking to change the name of more than one minor child, you can use this packet but you will need additional Petitions. These additional Name Change for Minors Petition packets are available in the Self-Help Pro-Se Room located in the Susquehanna County Courthouse.

DISCLAIMER

Court and Prothonotary's Office staff are not able to give you legal advice or help you fill out/complete these forms. The information in this packet is not a substitute for professional legal advice. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. Even if you fully complete and submit these forms, this does not mean that the court will decide the case in your favor. If you want to obtain the services of an attorney but do not know whom to contact, please call North Penn Legal Services (877) 515-7732. A list of Attorneys Practicing in Susquehanna County Available for Consultation can be obtained by inquiring with the Prothonotary.

STOP!!!

YOU MUST READ THIS INFORMATION BEFORE YOU START TO FILL OUT ANY FORMS IN THE PACKET!

If the document you are filing does NOT contain any Confidential Information or have Confidential Documents attached (see list below), you **must** file a Certificate of Compliance with your filing. A copy of a Certificate of Compliance is attached (Form 1).

If the document you are filing contains any Confidential Information, you must complete and file the Confidential Information Form (CIF); a copy of this multiple page form is attached (Form 1a). Under Section 7 of the Public Access Policy the information listed below is considered Confidential Information, and it shall not be included on any form included in the packet. **If you are seeking a name change for a minor, you must file the CIF because you must include names and birthdates of the minor(s).** You must put this information on the CIF and use the Alternative Reference suggested on the CIF on the form in the packet. **DO NOT PUT THE CONFIDENTIAL INFORMATION ON THE FORM ITSELF - THE CONFIDENTIAL INFORMATION MUST APPEAR ONLY ON THE CIF.**

1. Social Security Numbers
2. Financial Account Numbers
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' Names and Dates of Birth
6. Abuse Victim's Address and other Contact Information, including employer's name, address and work schedule, in family court actions as defined by Pa. R.C.P. No. 1931(b) except for victim's name

Finally, if you have attached any of the following documents to your filing, you must complete the Confidential Document form (Form 3) and file it with your pleading:

1. Financial Source Documents
2. Minors Educational Records
3. Medical/Psychological Records
4. Children and Youth Services' Records
5. Marital Property Inventory and Pre-Trial Statement (see Pa.R.C.P. No. 1920.33)
6. Income and Expense Statement (see Pa. R.C.P. No. 1910.27(c))
7. Agreement between the Parties (see 23 Pa.C.S. sect 3105)

The Court is not required to review or redact any filed document for compliance with this policy.

I. INTRODUCTION

This packet of information has been created by members of the Susquehanna County Court. These materials are intended to assist individuals involved in a name change action by providing general information and legal forms. The information provided herein is not legal advice and is not to be used as a substitute for professional legal advice.

Self-represented litigants (pro se) are held to the same standards as attorneys admitted to the bar of the Commonwealth of Pennsylvania. Representing yourself does not exempt you from understanding and following state and local Rules of Court. If you decide to represent yourself in this action, you **MUST** follow the Rules and Procedures, both state and county, as are required for attorneys. The Court will not allow you to skip any procedure because you “**did not know how or when**” to do something in your name change action. This packet is not a substitute for professional legal advice .

If you want to obtain the services of an attorney but do not know whom to contact, please call North Penn Legal Services (570) 265-6127.

PLEASE NOTE - DO NOT SUBMIT AN INCOMPLETE PETITION. IF YOUR PETITION DOES NOT CONTAIN ALL OF THE REQUIRED INFORMATION, IT WILL BE REJECTED BY THE COURT. IF THE PETITION IS REJECTED, YOU MAY BE REQUIRED TO RE-FILE YOUR PETITION AND PAY THE FILING FEE AGAIN.

PARENTS OF MINORS-PLEASE TAKE NOTE:

A **Separate Petition** must be filed for **EACH** minor child. If you are seeking to change the name of more than one minor child, you can use this packet but you will need additional Forms & Petitions. These additional Name Change for Minors Petition packets are available in the Self-Help Pro-Se Room located in the Susquehanna County Courthouse. (On-line users can just print out additional copies of Name Change Forms 2, 2V, 6a, 7a, 7b, and 8a for each additional minor child.)

II. FILING PROCEDURE FOR LEGAL NAME CHANGE :

1. The statute governing judicial changes of name is 54 Pa. C.S.A. §701-704. To start a name change procedure, you will need to submit a completed Name Change Petition (Form 2 + 2V) and an Order scheduling a hearing (Form 3A -for the name change of an adult or form 3B - for the name change of a minor/minors). You must also fill out and submit with your Petition the State AOPC Cover Sheet (Form 4) and if you are requesting a name change for a minor/minors, the Confidential Information Form must also be completed and submitted (see directions for CIF).
2. Pursuant to Act 83 of 1998 (June 18, 1998), you are required to be fingerprinted upon filing a Petition for Change of Name. Fingerprints must be taken by the State Police or your local police department. It will be necessary to make an appointment with the appropriate police department to obtain your fingerprint card because a person qualified to take fingerprints is not always present at the police station due to other responsibilities. Some local police agencies may charge a fee for this service.
3. When you have completed your original Petition, you need to make two copies of the Petition and the Scheduling Order. If you are filing a Petition/Petitions to change the name/names of a minor/minors, you will need an additional copy of the Petition(s) and Scheduling Order to send to the non-petitioning parent. You do not need to include the State AOPC Cover Sheet.
4. Take the original Petition (with both Orders attached) with two copies, the Cover Sheet, three self-addressed stamped envelopes to the Prothonotary's Office located on the 1st floor of the Courthouse Building. The filing hours for the Prothonotary's Office are 8:30 a.m. - 4:30 p.m. Monday through Friday.
5. The Prothonotary's Office will forward your Petition to the Judge who reviews the Petition and will schedule a hearing. The Prothonotary's Office will send one copy of the Petition to you in one of the self-addressed, stamped envelopes.
6. You will have at a minimum, **45 days** before the hearing is scheduled to take place which will allow you time to complete required fingerprinting (adult petition only), required publication and a search performed by the proper county offices as to any judgements against you. (See below for further instruction.)
7. Fingerprinting: After you have filed your Petition, you will need to have your fingerprints taken with the State Police who will then submit those prints to the State Police Records Identification Division for review. Once that review is completed, the State Police will send a copy to the Prothonotary's Office, 31 Lake Avenue, PO Box 218, Montrose, PA 18801. Fingerprints of a minor are not required if the name change of the minor is the result of adoption proceedings or if the change is because of the change of the parent's name.
8. Judgments: You will also need to provide proof that there are no judgments, liens or decrees against you in Susquehanna County and/or in any county you have lived in within 5 years of filing your name change petition. To do this, prior to your hearing, you must conduct an official search of the the Susquehanna County Prothonotary's Office and the Recorder of Deed's Office. These offices are located in the Susquehanna County Courthouse (570) 278-4600. You must conduct your own search in each of these offices and prepare the two certifications no more than two (2) days prior to the hearing showing that there are no judgments, decrees of record or other similar matters against you. See #9.

9. Prothonotary's Office: In this office you must conduct your own search and prepare your own Certification (form 7a).
Recorder of Deeds: In this office you must conduct your own search and prepare your own Certification (form 7b)
10. Publication: After you receive the information on your hearing date and time, you must publish the notice of the hearing (see form 5a or 5a"minors" for name change of a child) **in two publications**: (1) once in the Susquehanna Legal Journal (3305 Lake Ariel Highway, Suite 3, Honesdale, PA 18431, (570) 251-1512); **and** (2) once in a newspaper of general circulation in Susquehanna County, PA. (See No. 14 of Instructions for exemption from this requirement.) This publication should be made at least one week **prior to** the hearing date. *Papers do charge a fee* for the publication of legal notices; fees and publication deadlines vary from paper to paper, so please check with the paper before publication. See cover letters (form 5b) to accompany your publication notices. Each publisher will provide you with proof of publication ; you must bring the original of each of these proofs with you to the hearing (form 5c).
11. If you are filing a Petition/Petitions to change the name of a minor/minors, you must also provide notice of the date set for the hearing to any non-petitioning parent of a child whose name may be affected by the proceedings per 54 Pa.C.S.A. §701(a.1)3(B)(iii). It is suggested that you send notice to the non-petitioning parent via certified mail and regular mail. You must provide proof at the hearing that the non-petitioning parent received a copy of the Petition and Order scheduling the hearing (form 6). If the other parent consents to the name change, bring the completed Consent for Change of Name form (Form 6a) to the hearing.
12. On the day of your hearing, you must have the originals of the proofs of publications with your Proof of Publication (form 5c-both forms), the signed Certifications of name searches, and a proposed Decree (form 8 - for an adult) or (form 8a - for a minor).
13. At the hearing, be prepared to testify under oath regarding all of the information contained in the Petition and accompanying documents. When everything has been completed according to the Statute (including fingerprinting-see No. 7 of these instructions), and after the hearing is held, the Decree will be issued if approved by the Judge. This will be mailed to you in the third self-addressed, stamped envelope.
14. Exemption from required publishing: Pursuant to 54 Pa.C.S.A. § 701(a.1)(3)(iii), if the court finds that publication of the name change or notice to a non-petitioning parent 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. Petitioners seeking this waiver must notify the court of any safety concerns by also including in paragraph No. 4 of the Petition (Form #2) the following "I am requesting a waiver of the notice requirements because I am in fear for my safety (and/or that of my minor children) because" and provide an explanation as to why Petitioner is in fear for his/her safety or the safety of the minor children if publication occurs. The court will then make a determination as to whether to waive the notice requirements.

**INSTRUCTIONS IN COMPLETING THE FORMS ON THE FOLLOWING
PAGES**

**PLEASE INSERT THE INFORMATION CORRESPONDING TO THE NUMBERS
BELOW WHERE INDICATED ON THE FOLLOWING PAGES**

- (1) Person's full name to be changed as it appears on that person's birth certificate;
- (2) Guardian's name if changing the name of a minor - leave blank if not changing the name of a minor;
- (3) Date of birth of person's name to be changed;
- (4) State reason(s) for requesting that name be changed;
- (5) Date and place of residence(s) for the past five years;
- (6) Proposed new full name;
- (7) Signature of Petitioner/Guardian if a minor;
- (8) Date, time, and courtroom no. of the hearing;
- (9) Date of Publication (2)
- (10) Name of Newspaper (2)

**DO NOT ATTACH THESE INSTRUCTIONS
WHEN FILING YOUR PETITION**

CONFIDENTIAL INFORMATION FORM



Case Records Public Access Policy of the Unified Judicial System of Pennsylvania
204 Pa. Code § 213.81
www.pacourts.us/public-records

(Party name as displayed in case caption)

Docket/Case No.

Vs.

(Party name as displayed in case caption)

Court

This form is associated with the pleading titled _____, dated _____.

Pursuant to the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*, the Confidential Information Form shall accompany a filing where confidential information is **required by law, ordered by the court, or otherwise necessary to effect the disposition of a matter**. This form, and any additional pages, shall remain confidential, except that it shall be available to the parties, counsel of record, the court, and the custodian. This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

This Information Pertains to:	Confidential Information:	References in Filing:
_____ (full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 1 Alternative Reference: FAN 1 Alternative Reference: DLN 1 Alternative Reference: SID 1
_____ (full name of adult) OR This information pertains to a minor with the initials of _____ and the full name of _____ _____ (full name of minor) and date of birth: _____	Social Security Number (SSN): _____ Financial Account Number (FAN): _____ Driver License Number (DLN): _____ State of Issuance: _____ State Identification Number (SID): _____	Alternative Reference: SSN 2 Alternative Reference: FAN 2 Alternative Reference: DLN 2 Alternative Reference: SID 2

**CONFIDENTIAL
INFORMATION
FORM**



Additional page(s) attached. _____ total pages are attached to this filing.

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that require filing confidential information and documents differently than non-confidential information and documents.

Signature of Attorney or Unrepresented Party

Date

Name: _____

Attorney Number: (if applicable) _____

Address: _____

Telephone: _____

Email: _____

NOTE: Parties and attorney of record in a case will have access to this Confidential Information Form. Confidentiality of this information must be maintained.

CONFIDENTIAL INFORMATION FORM



Instructions for Completing the Confidential Information Form

The following information is confidential and shall not be included in any document filed with a court or custodian, except on a Confidential Information Form filed contemporaneously with the document:

1. Social Security Numbers
2. Financial Account Numbers, except an active financial account number may be identified by the last four digits when the financial account is the subject of the case and cannot otherwise be identified. "Financial Account Numbers" include financial institution account numbers, debit and credit card numbers, and methods of authentication used to secure accounts such as personal identification numbers, user names and passwords.
3. Driver License Numbers
4. State Identification (SID) Numbers
5. Minors' names and dates of birth except when a minor is charged as a defendant in a criminal matter (see 42 Pa.C.S. § 6355). "Minor" is a person under the age of eighteen.
6. Abuse victim's address and other contact information, including employer's name, address and work schedule, in family court actions as defined by Pa.R.C.P. No. 1931(a), except for victim's name. "Abuse Victim" is a person for whom a protection order has been granted by a court pursuant to Pa.R.C.P. No. 1901 et seq. and 23 Pa.C.S. § 6101 et seq. or Pa.R.C.P. No. 1951 et seq. and 42 Pa.C.S. § 62A01 et seq. **If necessary, this information must be provided on the separate Abuse Victim Addendum. Please note there are separate instructions for the completion of the Addendum located on the form.**

Please note this form does not need to be filed in types of cases that are sealed or exempted from public access pursuant to applicable authority (e.g. juvenile, adoption, etc.).

- **The best way to protect confidential information is not to provide it to the court. Therefore, only provide confidential information to the court when it is required by law, ordered by the court or is otherwise necessary to effect the disposition of a matter.**
- Do not include confidential information in any other document filed with the court under this docket.
- If you need to refer to a piece of confidential information in a document, use the alternate references. If you need to attach additional pages, sequentially number each alternate reference – i.e. SSN 3, SSN 4, etc.
- This form, and any additional pages, must be served on all unrepresented parties and counsel of record.

A court or custodian is not required to review or redact any filed document for compliance with the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania*. A party's or attorney's failure to comply with this section shall not affect access to case records that are otherwise accessible.

If a filed document fails to comply with the requirements of the above referenced policy, a court of record may, upon motion or its own initiative, with or without a hearing, order the filed document sealed, redacted, amended or any combination thereof; a magisterial district court may, upon request or its own initiative, redact, amend or both. A court of record may impose sanctions, including costs necessary to prepare a compliant document for filing in accordance with applicable authority.

**CONFIDENTIAL
INFORMATION
FORM**



Additional page (if necessary)

This Information Pertains to:	Confidential Information:	References in Filing:
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>
<p>_____ (full name of adult)</p> <p>OR</p> <p>This information pertains to a minor with the initials of _____ and the full name of _____</p> <p>_____ (full name of minor)</p> <p>and date of birth: _____</p>	<p>Social Security Number (SSN): _____</p> <p>Financial Account Number (FAN): _____</p> <p>Driver License Number (DLN): _____</p> <p>State of Issuance: _____</p> <p>State Identification Number (SID): _____</p>	<p>Alternative Reference: SSN ____</p> <p>Alternative Reference: FAN ____</p> <p>Alternative Reference: DLN ____</p> <p>Alternative Reference: SID ____</p>

CERTIFICATE OF COMPLIANCE

Docket No. _____

I certify that this filing complies with the provisions of the *Case Records Public Access Policy of the Unified Judicial System of Pennsylvania* that requires filing confidential information and documents differently than non-confidential information and documents.

Signature _____

Print Name _____

**INSTRUCTIONS IN COMPLETING THE FORMS ON THE FOLLOWING
PAGES**

**PLEASE INSERT THE INFORMATION CORRESPONDING TO THE NUMBERS
BELOW WHERE INDICATED ON THE FOLLOWING PAGES**

- (1) Person's full name to be changed as it appears on that person's birth certificate;
- (2) Guardian's name if changing the name of a minor - leave blank if not changing the name of a minor;
- (3) Date of birth of person's name to be changed;
- (4) State reason(s) for requesting that name be changed;
- (5) Date and place of residence(s) for the past five years;
- (6) Proposed new full name;
- (7) Signature of Petitioner/Guardian if a minor;
- (8) Date, time, and courtroom no. of the hearing;
- (9) Date of Publication (2)
- (10) Name of Newspaper (2)

**DO NOT ATTACH THESE INSTRUCTIONS
WHEN FILING YOUR PETITION**

IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

IN RE: CHANGE OF NAME OF _____

:
:
:
:
:

No. _____ - _____ CP

PETITION FOR NAME CHANGE

1. The Petitioner _____ dob: _____, is an adult who
(1) (3)
currently resides at _____ in the County of
Susquehanna. Petitioner wishes to have his/her name changed.

2. During the five years preceding the filing of this petition, the Petitioner has
resided in the following addresses:

_____ date _____ address _____

_____ date _____ address _____

(If seeking a name change for a minor, skip paragraph 1 and complete paragraphs 2 through 4 &
paragraph 8. Non-minor petitioners, skip paragraphs 3 & 8.)

3. Petitioner _____ request(s) the court to
(2)
change the name of _____
(1)
_____, minor child whose date(s) of birth is
_____, and who is residing with the
(3)
Petitioner at _____ in the County of Susquehanna.

4. Petitioner desires this change of name for the following reason(s):

5. Petitioner is a citizen of the United States of America.

6. There are no judgments or decrees pending against the Petitioner (or minor child).

7. **WHEREFORE**, Petitioner respectfully requests that this Court enter an order changing the name of Petitioner from _____
Print Current Name
_____ to _____
Print New Name

8. **WHEREFORE**, Petitioner respectfully requests that this Court enter an order changing the name of minor child from _____
Print Current Name
_____ to _____
Print New Name
_____.

Respectfully submitted,

Date

Petitioner (signature)

(Telephone Number)

VERIFICATION

I, ((1), or (2) if a minor) _____, verify that the statements made in this Petition are true and correct to the best of my knowledge, information and belief. I understand that the statements herein are made subject to the penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

Date: _____

Petitioner (signature)

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
:

ORDER

AND NOW, this ____ day of _____, 20____, a hearing on the
Petition for Change of Name is scheduled for the ____ day of _____, 20____, at
_____ o'clock ____ .m., in Courtroom No. ____ of the Susquehanna County Courthouse,
Montrose, Pennsylvania.

Petitioner is directed to give notice of the hearing by publication in two (2) newspapers of
general circulation in the county where Petitioner resides, or a county contiguous to that county.
One of the publications must be in the Susquehanna .

Petitioner shall conduct an official search of the proper offices of the counties where he/
she has resided within the past 5 years, including the Susquehanna County Clerk of Courts,
Prothonotary and Recorder of Deeds offices and will obtain certifications dated no more than two
(2) days prior to the hearing showing that there are no judgments, decrees of record or other
similar matters against the petitioner.

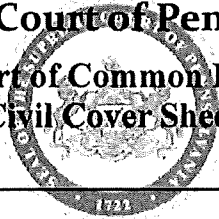
Petitioner shall bring all certifications to the hearing.

BY THE COURT:

J.

Supreme Court of Pennsylvania

Court of Common Pleas Civil Cover Sheet



County _____

For Prothonotary Use Only:

Docket No: _____

The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or rules of court.

SECTION A

Commencement of Action:

- ☐ Complaint ☐ Writ of Summons ☐ Petition
☐ Transfer from Another Jurisdiction ☐ Declaration of Taking

Lead Plaintiff's Name: _____

Lead Defendant's Name: _____

Are money damages requested? ☐ Yes ☐ No

Dollar Amount Requested: ☐ within arbitration limits
(check one) ☐ outside arbitration limits

Is this a *Class Action Suit*? ☐ Yes ☐ No

Is this an *MDJ Appeal*? ☐ Yes ☐ No

Name of Plaintiff/Appellant's Attorney: _____

☐ Check here if you have no attorney (are a Self-Represented [Pro Se] Litigant)

SECTION B

Nature of the Case: Place an "X" to the left of the **ONE** case category that most accurately describes your **PRIMARY CASE**. If you are making more than one type of claim, check the one that you consider most important.

TORT (do not include Mass Tort)

- ☐ Intentional
☐ Malicious Prosecution
☐ Motor Vehicle
☐ Nuisance
☐ Premises Liability
☐ Product Liability (does not include mass tort)
☐ Slander/Libel/ Defamation
☐ Other: _____

MASS TORT

- ☐ Asbestos
☐ Tobacco
☐ Toxic Tort - DES
☐ Toxic Tort - Implant
☐ Toxic Waste
☐ Other: _____

PROFESSIONAL LIABILITY

- ☐ Dental
☐ Legal
☐ Medical
☐ Other Professional: _____

CONTRACT (do not include Judgments)

- ☐ Buyer Plaintiff
☐ Debt Collection: Credit Card
☐ Debt Collection: Other

- ☐ Employment Dispute: Discrimination
☐ Employment Dispute: Other

☐ Other: _____

REAL PROPERTY

- ☐ Ejectment
☐ Eminent Domain/Condemnation
☐ Ground Rent
☐ Landlord/Tenant Dispute
☐ Mortgage Foreclosure: Residential
☐ Mortgage Foreclosure: Commercial
☐ Partition
☐ Quiet Title
☐ Other: _____

CIVIL APPEALS

- Administrative Agencies
☐ Board of Assessment
☐ Board of Elections
☐ Dept. of Transportation
☐ Statutory Appeal: Other

☐ Zoning Board

☐ Other: _____

MISCELLANEOUS

- ☐ Common Law/Statutory Arbitration
☐ Declaratory Judgment
☐ Mandamus
☐ Non-Domestic Relations
☐ Restraining Order
☐ Quo Warranto
☐ Replevin
☐ Other: _____

Updated 1/1/2011

NOTICE

Pennsylvania Rule of Civil Procedure 205.5. (Cover Sheet) provides, in part:

Rule 205.5. Cover Sheet

(a)(1) This rule shall apply to all actions governed by the rules of civil procedure except the following:

- (i) actions pursuant to the Protection from Abuse Act, Rules 1901 et seq.
- (ii) actions for support, Rules 1910.1 et seq.
- (iii) actions for custody, partial custody and visitation of minor children, Rules 1915.1 et seq.
- (iv) actions for divorce or annulment of marriage, Rules 1920.1 et seq.
- (v) actions in domestic relations generally, including paternity actions, Rules 1930.1 et seq.
- (vi) voluntary mediation in custody actions, Rules 1940.1 et seq.

(2) At the commencement of any action, the party initiating the action shall complete the cover sheet set forth in subdivision (e) and file it with the prothonotary.

(b) The prothonotary shall not accept a filing commencing an action without a completed cover sheet.

(c) The prothonotary shall assist a party appearing pro se in the completion of the form.

(d) A judicial district which has implemented an electronic filing system pursuant to Rule 205.4 and has promulgated those procedures pursuant to Rule 239.9 shall be exempt from the provisions of this rule.

(e) The Court Administrator of Pennsylvania, in conjunction with the Civil Procedural Rules Committee, shall design and publish the cover sheet. The latest version of the form shall be published on the website of the Administrative Office of Pennsylvania Courts at www.pacourts.us.

PUBLICATION NOTICE

(Please publish the information between the dotted lines)

.....

NOTICE IS HEREBY GIVEN that a Petition has been filed in the Court of Common Pleas of
Susquehanna County, Pennsylvania, seeking to change the name of (1) _____ to
(6) _____. A hearing on the Petition will be held on
(8) _____, 20__ at _____ o'clock __.m. in Courtroom No. ____ at the
Susquehanna County Courthouse, Montrose, Pennsylvania, at which time any persons
interested may attend and show cause, if any, why the Petition should not be granted.

.....

Petitioner (Print name)

Address

Address

Telephone No.

PUBLICATION NOTICE

(Please publish the information between the dotted lines)

.....

NOTICE IS HEREBY GIVEN that a Petition has been filed in the Court of Common Pleas of Susquehanna County, Pennsylvania, seeking to change the name of (1) _____ to (6) _____. A hearing on the Petition will be held on (8) _____, 20__ at _____ o'clock __.m. in Courtroom No. ____ at the Susquehanna County Courthouse, Montrose, Pennsylvania, at which time any persons interested may attend and show cause, if any, why the Petition should not be granted.

.....

Petitioner (Print name)

Address

City, State, Zip

Telephone No.

PUBLICATION NOTICE

(Please publish the information between the dotted lines)

.....

NOTICE IS HEREBY GIVEN that a Petition has been filed in the Court of Common Pleas of Susquehanna County, Pennsylvania, seeking to change the name(s) of minor child(ren) from _____ to _____. A hearing on the Petition will be held on _____, 20__ at _____ o'clock __.m. in Courtroom No. ____ at the Susquehanna County Courthouse, Montrose, Pennsylvania, at which time any persons interested may attend and show cause, if any, why the Petition should not be granted.

.....

Petitioner (Print name)

Address

City, State, Zip

Telephone No.

PUBLICATION NOTICE
(Please publish the information between the dotted lines)

.....

NOTICE IS HEREBY GIVEN that a Petition has been filed in the Court of
Common Pleas of Susquehanna County, Pennsylvania, seeking to change the
name(s) of minor child(ren) from _____ to
_____. A hearing on the Petition will be held
on _____, 20__ at _____ o'clock __.m. in Courtroom No.
___ at the Susquehanna County Courthouse, Montrose, Pennsylvania, at which
time any persons interested may attend and show cause, if any, why the Petition
should not be granted.

.....

Petitioner (Print name)

Address

City, State, Zip

Telephone No.

Petitioner (Print name)

Address

Address

Telephone No.

Date: _____

Name of Newspaper

Address

Address

RE: Change of Name

To Whom It May Concern:

Enclosed please find a Change of Name Notice which I would like to appear once in the legal section of the next edition of your newspaper. Kindly send two (2) proofs of publication and the bill for this advertisement to the undersigned.

If you require anything further, please advise.

Sincerely,

Petitioner (signature)

Enclosure

Petitioner (Print name)

Address

Address

Telephone No.

Date: _____

Name of Newspaper

Address

Address

RE: Change of Name

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Sincerely,

Petitioner (Signature)

Enclosure

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
_____ :
a minor, BY (2) _____ :

PROOF OF PUBLICATION

I, (1) _____, attest that:

1. A Notice of the name change hearing scheduled for (8) _____, at
_____ o'clock ____m., was published on (9) _____, in the
(10) _____ and in (10) _____ with regard to the
above-captioned matter.

2. The proof of publication evidencing the same is attached hereto and made a part hereof.

PETITIONER (Signature)

STAPLE ORIGINAL PROOF OF PUBLICATIONS TO THIS PAGE

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA, PENNSYLVANIA
CIVIL ACTION-LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
_____ :
a minor, BY (2) _____ :

AFFIDAVIT OF SERVICE AND SIGNATURE

I, (1) _____, attest that:

1. On _____, 20____, I sent a copy of the Change of Name Petition and Order
for hearing to _____ by Certified Mail, Return Receipt Requested, Deliver
(name of non-petitioning parent)

to Addressee Only, at his/her last known address, as indicated on the attached mailing receipt.

2. On _____, 20____, _____, received the aforesaid
(name of non-petitioning parent)
Petition and Order for hearing and the mailing receipt and return receipt card evidencing the same are
attached hereto and made a part hereof.

3. I have examined the signature on the Return Receipt of the Post Office Department
signed by _____, and that I am familiar his/her signature, and that the signature on
(name of non-petitioning parent)
that card is the signature of the said _____.
(name of non-petitioning parent)

PETITIONER (signature)

ATTACH CERTIFIED MAILING SLIP AND GREEN RETURN RECEIPT CARD HERETO

white mailing slip

See sample on next page

green return receipt card

See sample on next page

Sample

2502 2475 0000 0000 0000 0000

U.S. Postal Service CERTIFIED MAIL - RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	63
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	5.05
Total Postage & Fees	\$ 11.58
Postmark Date 12/31/14	
Sent to Jane Doe	
Street, Apt. No., or PO Box No. 211 E. Main St.	
City, State, ZIP+4® Transylvania Pa 10054	

<p>SENDER: COMPLETE THIS SECTION</p> <p>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the mailpiece, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p>Jane Doe 211 E. Main St. Transylvania Pa 10054</p> <p>2. Article Number (Transfer from service label) 7013 3020 0000 6472 2052</p>	<p>COMPLETE THIS SECTION ON DELIVERY</p> <p>A. Signature X <i>[Signature]</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Priority Mail Express™ <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> Collect on Delivery</p> <p>4. Restricted Delivery? (Extra Fee) <input checked="" type="checkbox"/> Yes</p>
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PS Form 3811, July 2013 Domestic Return Receipt

IN THE COURT OF COMMON PLEAS
OF SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION-LAW

IN RE: CHANGE OF NAME OF _____

:
:
:
:
:

No. _____ - _____ CP

CONSENT FOR CHANGE OF NAME (MINOR CHILD)

I, _____ being sworn, Certify that the
(print full legal name of consenting parent)

following information is true:

I am the birth or legal _____ Father _____ Mother of the minor
child in this case, and I give consent for the following name change:

Minor Child's complete present name: _____

Minor Child's name to be changed to: _____.

I verify that the statements made in this Consent for name change of minor
child(ren) are true and correct. I understand that false statements are made subject to the
penalties of 18 Pa.C.S. §4904 relating to unsworn falsification to authorities.

(Date)

(Signature of Consenting Parent)

(Address)

(Telephone)

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
_____ :
a minor, BY (2) _____ :

CERTIFICATION OF JUDGMENTS - PROTHONOTARY RECORDS

I, _____, hereby certify this ____ day of _____, 20____,
that I have conducted a search of the records of the Susquehanna County Prothonotary for judgments and
liens entered against: _____

And certify the following:

____ I have found no liens of record.

____ I have found liens of record and have attached certified copies of the same hereto.

DATE

NAME

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
:
a minor, BY (2) _____ :

CERTIFICATION OF JUDGMENTS -RECORDER OF DEEDS

I, _____, hereby certify this ____ day of _____, 20____,
that I have conducted a search of the records of the Susquehanna County Recorder of Deeds for judgments
and liens entered against: _____

And certify the following:

____ I have found no liens of record.

____ I have found liens of record and have attached certified copies of the same hereto.

DATE

NAME

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF :
(1) _____ : No.
:

DECREE FOR CHANGE OF NAME

AND NOW, this ____ day of _____, 20____, 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 ORDERED AND DECREED that the name of the Petitioner is hereby changed to the name of (6)_____.

BY THE COURT:

J.

cc: Petitioner

IN THE COURT OF COMMON PLEAS
SUSQUEHANNA COUNTY, PENNSYLVANIA
CIVIL ACTION - LAW

IN RE: CHANGE OF NAME OF _____ :
(1) _____ : No.
_____ :
a minor, BY (2) _____ :

DECREE FOR MINOR CHILD CHANGE OF NAME

AND NOW, this ____ day of _____, 20____, on hearing of the within Petition
and on motion of (2) _____, who has filed said Petition on behalf of
(1) _____, a minor child/children,
on presentation of proof of publication of notice as required by law, on proof of notice to any
non-petitioning parent of a child whose name may be affected by the proceedings, together with
proof that there are no judgments or decrees of record or any other matter of like effect against
the minor child, and it appearing that there is no legal objection to the granting of the prayer of
the Petition,

IT IS ORDERED AND DECREED that the name of the minor child/children be and
is hereby changed to (6) _____.

BY THE COURT:

J.

cc: Petitioner