

LEGAL NAME CHANGE FOR A MINOR CHILD

**IT IS STRONGLY RECOMMENDED THAT
YOU CONSULT AN ATTORNEY**

DISCLAIMER

THE STAFF IN ANY COURT OFFICE ARE NOT PERMITTED TO GIVE YOU LEGAL ADVICE. 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. IF YOU WANT TO OBTAIN THE SERVICES OF AN ATTORNEY BUT DO NOT KNOW WHOM TO CONTACT, YOU MAY CALL THE BUCKS COUNTY LAWYER REFERRAL SERVICE AT 1-888-991-9922.

GENERAL INFORMATION

YOU (PETITIONER) MUST READ THE FOLLOWING AND COMPLY WITH ALL OF THE FOLLOWING REQUIREMENTS

- It is **STRONGLY ENCOURAGED** to PRINT clearly when completing this packet to avoid delay of Hearing and to ensure proper spelling of Final Order. Please check the Fee Schedule for the current filing fee. Acceptable methods of payment -Cash, Check, Money Order or Credit Card (We do not accept American Express or Debit)
- If you are filing a name change for more than one child, it may be filed on one petition, but a separate Decree for Name Change must be completed for each child.
- Fully complete packet and bring the original along with one copy if the child is under 13 years old. If the child is 13 years or older you would bring the original along with two copies of the packet.
- If the minor child is 13 years of age or older, the child must have finger prints taken by the police department that serves the city, borough or township where you reside. You may go to the Pennsylvania State Police barracks for this purpose only if your municipality is not served by your local police department.
- The Prothonotary will forward the original petition/order to the Court to schedule a hearing. The hearing will not be scheduled in fewer than 45 days to allow for publication.
- After you receive the information on your hearing date and time, you must publish the notice of hearing in the Bucks County Law Reporter and another newspaper of general publication. **It is strongly recommended that you contact these publications as soon as you get your hearing notice. Failure to do so in a timely manner may result in your Name Change being delayed.**
- No more than 48 hours prior to your hearing, you must have signed certifications of a name search from the Clerk of Courts and the Recorder of Deeds. ***Bucks County Prothonotary does its own search and provides them to the court.

*If the child has lived anywhere else besides Bucks County in the last five years then you will be responsible for also obtaining signed certifications of name search from their Prothonotary, Clerk of Courts and Recorder of Deeds. You may need to hire someone who is bonded to do this search in some counties.

- On the day of your hearing, you must have the proof of publication and signed certifications of a name search from the Clerk of Courts and the Recorder of Deeds Office.

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF _____ : NO.

MINOR

PARENT/NATURAL GUARDIAN

PARENT/NATURAL GUARDIAN

ORDER

AND NOW, this _____ day of _____, 20__, upon consideration of the Petition for Name Change, it is **ORDERED** and **DIRECTED** that a hearing is fixed for _____, 20__, in Courtroom No. _____, at _____ a.m./p.m., in the Bucks County Justice Center, 100 North Main Street, Doylestown, Pennsylvania.

Petitioner shall publish notice of the filing of the petition and the date and time of hearing in two newspapers of general circulation in the County, one of which shall be *The Bucks County Law Reporter*. The required notice shall be published one time in each newspaper, at least ten days prior to the date set for hearing.

Notice of the filing of the petition and the date and time of hearing shall also be provided to any non-petitioning parent of the minor child.

BY THE COURT:

J.

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF _____ : NO.

MINOR

PARENT/NATURAL GUARDIAN

PARENT/NATURAL GUARDIAN

DECREE FOR CHANGE OF NAME

AND NOW, this _____ day of _____, 20____, on hearing of the within
Petition and on motion of _____, 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 be and is hereby changed
to _____

BY THE COURT:

J.

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF _____ : _____ NO.

MINOR

PARENT/NATURAL GUARDIAN

PARENT/NATURAL GUARDIAN

PETITION FOR CHANGE OF NAME

TO THE HONORABLE, THE JUDGE OF SAID COURT:

The Petitioner _____, requests that this Court order a change of name for _____, a minor child and in support thereof represents as follows:

1. The Parent/Natural Guardian is _____ and residing at _____.

The Parent/Natural Guardian is _____ and residing at _____.

The Minor is _____, with a date of birth of _____ and residing at _____.

2. That Minor has resided at the following address(es) during the five years preceding the filing of this Petition:

3. The Petitioner desires to change the Minor's name for the following reason(s):

4. That there are no judgments or decrees of like character of record against the Minor.

5. The Minor has not been convicted of any felonies.

WHEREFORE, Petitioner requests the Court, pursuant to the Act of December 16, 1982, P.L. 1309, No. 295, § 2, 54 Pa. Cons. Stat. Ann. § 702, for the following:

- a. To fix a hearing on this Petition;
- b. To direct that notice be given on this Petition and hearing: and
- c. To enter a decree changing the Minor's name from _____ to

Respectfully submitted,

Parent/Natural Guardian

Parent/Natural Guardian

IN THE COURT OF COMMON PLEAS OF BUCKS COUNTY, PENNSYLVANIA
CIVIL ACTION – LAW

IN RE: CHANGE OF NAME OF _____ : _____ NO.

MINOR

PARENT/NATURAL GUARDIAN

PARENT/NATURAL GUARDIAN

VERIFICATION

I, _____, 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 the 18 Pa. C.S. §4904 relating to unsworn falsifications to authorities.

Petitioner – Signature

Petitioner – Signature

Date: _____

CERTIFICATE OF COMPLIANCE

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

Submitted by: _____

Signature: _____

Name: _____

Attorney No. (if applicable): _____

BUCKS COUNTY LAW REPORTER
135 East State Street, P.O. Box 300
Doylestown, PA 18901
(215) 348-9413

CHANGE OF NAME

IN THE COURT OF COMMON PLEAS
OF BUCKS COUNTY
CIVIL ACTION—LAW
NO. _____

NOTICE IS HEREBY GIVEN that the Petition for the Change of Name has been filed in the above named Court, praying for a Decree to change the name(s) of

_____ to _____
The Court has fixed the _____ day of _____, 20____ at _____ in Court Room No. _____, Bucks County Justice Center, at 100 N. Main St., Doylestown, Pennsylvania, as the time and place for the hearing of said Petitioner, when and where all persons interested may appear and show cause, if any they have, why the prayer of said Petition should not be granted.

(List name of attorney and/or address, if desirable.)

Solicitor(s)

Send proof to: Name _____
Address _____
Daytime phone number _____

THE COST TO PUBLISH A CHANGE OF NAME 1 TIME IS \$100.00 – (includes proof of publication). IF YOU ARE REQUIRED TO ADVERTISE 2 TIMES THE COST IS \$130.00 (includes proof of publication).

**PLEASE SEND PAYMENT WITH COMPLETED FORM.
Please make your check payable to the Bucks County Law Reporter.**

Please note: All legal notices must be submitted in typewritten or legible handwritten form and are published exactly as submitted by the advertiser. Neither the Law Reporter nor the printer will assume responsibility to edit, make spelling corrections, eliminate errors in grammar or make any changes in content.



**NAME CHANGE: REQUIRED NAME SEARCH THROUGH
RECORDER OF DEEDS OFFICE**

STEP 1 TO EXPEDITE YOUR REQUIRED
NAME SEARCH IN A TIMELY MANNER:
CALL 215-348-6209 AS SOON AS YOU RECEIVE
YOUR COURT HEARING DATE
Or email us at: RecorderDeeds@buckscounty.org

STEP 2 PRIOR TO YOUR HEARING: *48 Hours prior to your
hearing date we will begin to prepare your
court required documents.*
We cannot begin any earlier than two (2) days
before your hearing date.

STEP 3 DAY OF YOUR HEARING: Come to our Office
before your court hearing time to pick up your
documents.
The Name Search will be completed, and the
Name Search Form will be ready.
Pick up in the Recorder of Deeds Office at the
County Administration Building at 55 E Court
Street, Doylestown (across Main Street from
the County Courthouse).

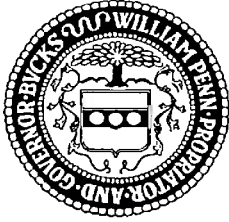
**YOU MUST PICK UP YOUR NAME SEARCH DOCUMENTS ON
THE DAY OF YOUR HEARING. THERE ARE NO EXCEPTIONS.**

FEES

\$5 fee for the Name Search Certificate. We accept cash, checks made out to the Recorder of Deeds, or credit/debit card.

IF A NAME SEARCH YIELDS DOCUMENTS, there will be a 50 cent (\$.50) charge per page copied to take with you for your court appearance. We will not know the amount of this fee until the documents are researched as close to your court date and time as possible but no earlier than 48 hours prior to your court hearing.

The RECORDER OF DEEDS OFFICE OPENS AT 7:45 A.M. Monday – Friday.



The Court of Common Pleas of Bucks County
OFFICE OF THE CLERK OF COURTS
BUCKS COUNTY JUSTICE CENTER

100 North Main Street
Doylestown, Pennsylvania 18901
Phone: (215) 348-6389

Brian Munroe
Clerk of Courts

CRIMINAL RECORD SEARCH IS REQUIRED WITHIN **48 HOURS** OF HEARING DATE

What is needed for record search: Name of Person requesting the name change
Date of Birth and Social Security Number

Cost: \$20

Record search should only take appropriately 10-15 minutes to process. You will have time before hearing to obtain the search.

Clerk of Courts Office is open 8:00 to 4:30 Monday through Friday