

IF YOU ARE SIMPLY TRYING TO RESUME YOUR MAIDEN NAME AS A RESULT OF A DIVORCE OR A PENDING DIVORCE ACTION YOU ARE NOT REQUIRED TO FILE A NAME CHANGE PETITION IN CIVIL COURT. YOU MAY RESUME YOUR PRIOR NAME BY FILING A PETITION TO RESUME PRIOR NAME. THE NECESSARY PAPERWORK IS AVAILABLE AT THE DEPARTMENT OF COURT RECORDS, CIVIL/FAMILY DIVISION. THE FILING FEE IS \$20.00. IF YOUR DIVORCE DECREE WAS GRANTED IN A DIFFERENT JURISDICTION YOU CAN FILE A CERTIFIED COPY OF THE FOREIGN DIVORCE DECREE WITH THE DEPARTMENT OF COURT RECORDS. THE FILING FEE IS \$170.75.

IT IS CRITICAL THAT YOU CAREFULLY READ THESE PROCEDURES AND FOLLOWING THEM EXACTLY SO THAT YOUR PETITION IS PROPERLY FILED AND REVIEWED. READ THEM CAREFULLY AND FOLLOW THEM EXACTLY.

Procedures for Filing a Petition for Name Change

I. Obtain and Complete the Form Petition

1. You may obtain Petition for Name Change Forms from the Department of Court Records. Parents seeking to change the name of their minor child are identified as the Petitioner; e.g. John Doe, Parent and Guardian of Jane Smith minor, to change name to Jane Doe.
2. It is very important to fill in all parts of the Petition form completely. Your Petition coversheet **MUST** contain your name, address, telephone number, and email address so that the Court can communicate with you.

II. Filing the Completed Petition and Processing the Background Check

3. When filing the Petition for Name Change, individuals 13 years of age or older must provide their fingerprints for a background check to be conducted by the Pennsylvania State Police. Children 12 or under are **NOT** required to have fingerprint cards. (NOTE: in the case of a name change for a minor, the parent will appear as the petitioning/filing party on the docket). When filing the Petition, the Petitioner must provide three envelopes completed in the following manner:
 - a. One stamped 8 ½" x 11" envelope addressed to:
PA. State Police
Central Repository
1800 Elmerton Avenue
Harrisburg, PA 17110
 - b. One stamped letter sized envelope addressed to:
Department of Court Records-Civil Division
ATTN: Kim Zombeck
First Floor City-County Building
414 Grant Street
Pittsburgh, PA 15219, and
 - c. One stamped letter sized envelope addressed to the Petitioner, or his/her attorney where applicable.

ENVELOPES ARE NOT REQUIRED FOR INDIVIDUALS 12 AND UNDER.

4. When you file the Petition, bring with you the original and two copies of the completed Petition. There is a filing fee of \$160.25 payable to the Department of Court Records for this filing. The Department of Court Records clerk will then assign a General Docket number to the completed Petition. This is an important number, and it will be used to track your case. The Department of Court Records will keep the original, and you write the docket number on your copy of the completed Petition.
5. Upon filing, the Department of Court Records clerk will also provide you with the legal advertising documents. You will need to legally advertise the date and time of the hearing on your Petition AFTER you receive the scheduling Order from the Court. **[See 7a and Section III below for information regarding how to obtain your scheduling Order.]**
6. When you file the Petition with the Department of Court Records, the fingerprints are submitted to the State Police to obtain a criminal background check. [This is why you need to provide the large envelope referenced above.] Once the Department of Court Records receives the outcome of the criminal background check, a letter from Department of Court Records will be issued to either you or your attorney, when applicable.
7. The letter from the Department of Court Records will instruct you to take the next important steps to having your name change Petition heard and ruled upon by the Court. Specifically, you will be advised to:
 - a. Obtain a hearing date by **emailing the Petition to the Name Change email (see section III below), and**
 - b. Legally advertise the date and time of the hearing on your name change **Petition (see section IV below).**

III. Scheduling the Petition to be heard by the Court

8. You as the Petitioner are responsible for providing the Name Change Scheduling Team with a copy of the completed Petition. Make sure **the General Docket** number is shown on the Petition. Email your complete Petition exactly as you filed it (in Microsoft Word format), in its entirety, to Civilnamechanges@allegheycourts.us.
9. In the email accompanying your Petition you should state that you received a clean criminal background check and now you are asking that the Court enter the Scheduling Order setting a date and time for the hearing on your Petition.
10. Upon receipt and review of your email, the Court will schedule the hearing by Order and send you a copy of the Order identifying the date and time of the hearing. This will generally come to you within twenty four (24) hours after you send your email attaching the Petition for Name Change to Civilnamechanges@allegheycourts.us; you will need to know the date and time of the hearing on your Petition for Name Change to proceed with advertising the Petition as required in two (2) papers of general circulation; one of the publications **shall be the Pittsburgh Legal Journal , the official paper for publication of legal notices for Allegheny County .**

IV. Advertising your Name Change Petition Hearing

11. When the scheduling Order arrives, now you must **legally advertise the date and time of the hearing in two papers of general circulation**. Because you picked up the forms at the time you filed the Petition, you may move forward with completing the necessary documents to legally advertise the Petition for Name Change in **two papers of general circulation, and as set forth above, one of the papers must be the Pittsburgh Legal Journal, the official paper for publication of legal notices for Allegheny County**.
12. **A complete copy of your Petition must be included with the legal advertisements**. Your payments for the legal advertisements must be included with your paperwork for each paper of general circulation. Each paper will require a separate payment. You may mail the two separate legal advertisement packages with the appropriate separate fee(s) to each paper, or you may drop the two separate packets off in the two separately identified DROP BOXES which you will find inside the Department of Court Records Wills/Orphans Court Offices located on the first floor of the City County Building, 414 Grant Street, Pittsburgh PA. 15219.

V. Filing the Proofs of Publication

13. Once you receive your proofs of publication, from the two papers of general circulation you should promptly file the Proofs of Publication for each advertisement with the Department of Court Records. These can be filed in person, by mail by sending them to: Department of Court Records, Civil/Family, 414 Grant St. Pittsburgh PA 15219, or electronically at <http://dcr.alleghenycounty.us>. It is important that you write the General Docket number on the Proofs of Publication when you submit them for filing.

VI. Obtain your Judgment Search or Searches if Necessary and Provide to the Name Change Email for Scheduling with the General Motions Judge

14. The Judge presiding over your name change hearing must receive Judgment Searches from all counties in which you have lived for the past five (5) years **at least five (5) days prior to your hearing**.
15. To obtain a certified copy of the Judgment Search for Allegheny County, you must return to the Department of Court Records (Indexing Department Second Floor) where you filed your Petition and ask the clerk to provide you with a certified copy of the Judgment search. There is a \$25.00 fee for the judgment search in Allegheny County.
16. You should contact all other counties in which you have lived within the past five (5) years to obtain Judgment Searches from them immediately, as it can take longer to receive results from other counties.
17. Once the Judgement Search (or Searches) is/are complete, you must email all of the Judgment Search documents to Civilnamechanges@alleghenycourts.us for Judicial Review; this email should be sent the day you receive the completed the Judgement Search from the County or Counties where you have lived for the past five (5) years. However, the Judgment Searches cannot be done too early; accordingly, and as set forth above, they should arrive to the Civilnamechanges@alleghenycourts.us email five (5) days before the hearing. Please make sure you write you GD case number on your judgment search.
18. If all pertinent documents are filed with the Department of Court Records prior to the scheduled Name Change it will not be necessary for you to attend an in person or remote hearing.

If you have questions about this Procedure, please email them to Civilnamechanges@alleghenycourts.us.

THE FOLLOWING IS REQUIRED WHEN FILING A PETITION FOR NAME CHANGE

1. Petition and one (1) extra copy.
2. Completed fingerprint card from Pennsylvania State Police (**FOR INDIVIDUALS AGE 13 AND OVER**).
3. Please provide to the Department of Court Records the following:

A stamped 8½ x 11 envelope addressed to:

Pennsylvania State Police
Central Repository
1800 Elmerton Avenue
Harrisburg, PA 17110

A stamped letter size envelope addressed to:

Department of Court Records
Civil/Family Division
First Floor City-County Bldg.
414 Grant Street
Pittsburgh, PA 15219
ATTN: NAME CHANGE

A stamped letter size envelope addressed to the filing party (attorney or self).

4. Filing fee of \$160.25. Payment methods accepted are cash, money order, business check or credit cards which include a 4% service charge. (**PERSONAL CHECKS ARE NOT ACCEPTED**).
5. **Children 12 or under are not required to have fingerprint cards. NO ENVELOPES ARE REQUIRED FOR INDIVIDUALS 12 AND UNDER.**

IN THE COURT OF COMMON PLEAS OF ALLEGHENY COUNTY, PENNSYLVANIA
CIVIL DIVISION

COVER SHEET

Plaintiff(s)	
	Case Number : <input type="text"/> - <input type="text"/> - <input type="text"/>
Defendant(s)	Type of pleading :
	Code and Classification :
	Filed on behalf of
	(Name of the filing party)
	<input type="checkbox"/> Counsel of Record <input type="checkbox"/> Individual, If Pro Se
	Required Information: Name: Address: Phone Number: Email Address:
	Attorney's State ID :
	Attorney's Firm ID :

IN THE COURT OF COMMON PLEAS OF
ALLEGHENY COUNTY, PENNSYLVANIA
CIVIL DIVISION

In Re the Petition of:

_____ (PRINT YOUR NAME)

For a Name Change to:

DOCKET NO. _____

_____ (PRINT NEW NAME)

VERIFIED PETITION FOR A NAME CHANGE

And now comes Petitioner (s) _____

By this Petition, and upon being duly sworn, respectfully represents and shows unto the Court:

1. That the Petitioner (s) is of full age and is a bona fide resident of the County of Allegheny, Commonwealth of Pennsylvania, whose residence address is

Petitioner (s) has been a bona fide resident of Allegheny County, State of Pennsylvania for _____ years immediately prior to filing this Petition.

Petitioner (s) was born on the _____ day of _____, _____

in the County of _____, State of _____,

Country of _____.

2. Petitioner's (s') present name is _____.

3. Petitioner (s) is **not** married or is married to _____.

4. Petitioner (s) is the Father Mother of the following minor children:
 None

NAME	DATE OF BIRTH	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

6. Petitioner (s) prays for the change of name for the following reasons: (describe in detail):

That 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.

This Petition is **not** filed to defraud creditors.

Wherefore, the Petitioner (s) prays that by an Order of this Court, made and entered herein, the Petitioner's (s') name be changed to and decreed to be:

Respectfully Submitted,

(Signature)

Address: _____

City, State, Zip _____

Phone: _____

IN THE COURT OF COMMON PLEAS OF
ALLEGHENY COUNTY, PENNSYLVANIA

IN RE: PETITION OF

CIVIL DIVISION

Petitioner(s)

GD _____

ORDER SCHEDULING HEARING ON NAME CHANGE

AND NOW, this ____ day of _____, 20__, upon hearing on the within Motion of _____, Esquire/Pro Se, Attorney for the Petitioner(s) above named, it is ORDERED and DECREED that the within Petition be heard on the ____ day of _____, 20__, at _____ before the General Motions Judge. Petitioner(s) shall obtain judgment search(es) from all counties in which he/she has resided during the last five (5) years. It is further ORDERED, that the Petitioner(s) shall advertise once with the Pittsburgh Legal Journal and once in a newspaper of general circulation in the county in which the Petitioner(s) resides.

IT IS FURTHER ORDERED, that the Petitioner(s) shall file with the Department of Court Records, his/her proofs of publication seven (7) days prior to such hearing and the Department of Court Records shall scan and docket such papers upon receipt of the same.

BY THE COURT:

_____ J.

IN THE COURT OF COMMON PLEAS OF
ALLEGHENY COUNTY, PENNSYLVANIA

IN RE: PETITION OF

CIVIL DIVISION

GD _____

Petitioner(s)

ORDER SCHEDULING HEARING ON NAME CHANGE

AND NOW, this _____ day of _____, 20_____, upon hearing on the within Motion of _____, Esquire/Pro Se, Attorney for the Petitioner(s) above named, it is ORDERED and DECREED that the within Petition be heard on the ____ day of _____, 20_____, at _____ before the General Motions Judge. Petitioner(s) shall obtain a judgment search from all counties in which he/she has resided during the last five (5) years.

IT IS FURTHER ORDERED, that the Petitioner(s) shall obtain an affidavit of consent from the non-petitioning parent and/or serve a copy of this scheduling order by certified and regular mail forthwith.

IT IS FURTHER ORDERED, that the Petitioner(s) shall advertise once with the Pittsburgh Legal Journal and once in a newspaper of general circulation in the county in which the Petitioner(s) resides.

IT IS FURTHER ORDERED, that the Petitioner(s) shall file with the Department of Court Records, his/her proofs of publication seven (7) days prior to such hearing and the Department of Court Records shall scan and docket such papers upon receipt of the same.

BY THE COURT:

_____ J.

IN THE COURT OF COMMON PLEAS OF
ALLEGHENY COUNTY, PENNSYLVANIA
CIVIL DIVISION

IN RE: Petition of

GD _____

Petitioner (s)

DECREE FOR CHANGE OF NAME

AND NOW, this _____ day of _____, 20_____,
upon hearing on the within Petition and upon motion of _____,
Esquire/pro se, attorney for 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
Petitioner (s) be and are, from and after this date changed to:

BY THE COURT,

PITTSBURGH City Paper

Legal Advertising Change of Name Notice (Parent & Child(ren))

Cost \$ 105.00 (\$10.00 for each additional name on docket)

NAME _____

*ADDRESS _____

CITY _____ STATE _____ ZIP _____ * PHONE _____

(*The above address AND phone number is needed to process notice and send a tearsheet after notice runs)

IN The Court of Common Pleas of Allegheny County, Pennsylvania:

NO. GD _____

In re petition of _____, (your name) parent(s) and

Legal guardian(s) of _____ (child's name) a

Minor for a change of names

To _____ (your new name)

And _____ (your child's new name)

To all persons interested: Notice is hereby given that an order of said Court authorized the filing of said petition and fixed the _____ day of _____, 20____, at _____ M., as the time and the Motions Room, City-County Building, Pittsburgh, Pennsylvania, as the place for a hearing, when and where all persons may show cause, if any they have, why said name should not be changed as prayed for:

Attorney for Petitioner

Address _____

Phone (____) _____

(DO / DO NOT) Include the Attorney information in the notice

Thank you for advertising with the Pittsburgh City Paper!

4 Smithfield Street • Suite 1210 • Pittsburgh, PA 15222

Phone: 412-685-9009 x106 Email: cpadvertising@pghcitypaper.com

PITTSBURGH City Paper

Legal Advertising Change of Name Notice (Minor)

Cost \$ 105.00 (\$10.00 for each additional name on docket)

NAME _____

*ADDRESS _____

CITY _____ STATE _____ ZIP _____ * PHONE _____

(*The above address AND phone number is needed to process notice and send a show after notice runs)

IN The Court of Common Pleas of Allegheny County, Pennsylvania:

NO. GD _____,

In re petition of _____, parent(s) and

Legal guardian(s) of _____ for

Change of name to _____

To all persons interested: Notice is hereby given that an order of said Court authorized the filing of said petition and fixed the _____ day of _____, 20_____, at _____ M., as the time and the Motions Room, City-County Building, Pittsburgh, Pennsylvania, as the place for a hearing, when and where all persons may show cause, if any they have, why said name should not be changed as prayed for:

_____ Attorney for Petitioner

Address _____

Phone (_____) _____

(DO / DO NOT) Include the Attorney information in the notice

Thank you for advertising with the Pittsburgh City Paper!

4 Smithfield Street • Suite 1210 • Pittsburgh, PA 15222

Phone: 412-685-9009 x106 Email: cpadvertising@pghcitypaper.com

PITTSBURGH City Paper

Legal Advertising Change of Name Notice

Cost \$ 105.00 (\$10.00 for each additional name on docket)

NAME _____

*ADDRESS _____

CITY _____ STATE _____ ZIP _____ * PHONE _____

(*The above address AND phone number is needed to process notice and send a tearsheet after notice runs)

IN The Court of Common Pleas of Allegheny County, Pennsylvania:

NO. GD _____

In re petition of _____

Change of name to _____ for

To all persons interested: Notice is hereby given that an order of said Court authorized the filing of said petition and fixed the _____ day of _____, 20____, at _____ M., as the time and the Motions Room, City-County Building, Pittsburgh, Pennsylvania, as the place for a hearing, when and where all persons may show cause, if any they have, why said name should not be changed as prayed for:

Attorney for Petitioner

Address _____

Phone (_____) _____

(DO / DO NOT) Include the Attorney information in the notice

Thank you for advertising with the Pittsburgh City Paper!

4 Smithfield Street • Suite 1210 • Pittsburgh, PA 15222

Phone: 412-685-9009 x106 Email: cpadvertising@pghcitypaper.com

CHANGE OF NAME Adult

The Pittsburgh Legal Journal

LEGAL ADVERTISING

*Designated Newspaper in Allegheny County for the Publication of Court and Legal Notices
Published Every Business Day*

400 Koppers Building, 436 Seventh Avenue, Pittsburgh, PA 15219

www.PittsburghLegalJournal.org • 412-402-6686 • PLJads@acba.org

The following notice will be published ONCE at a cost of \$135.
Price is valid through June 30, 2024.

Please send this form in no later than ten business days before your hearing date.

Name/Attorney Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

.....

In the Court of Common Pleas of Allegheny County, Pennsylvania: No. _____

In re petition of _____

for change of name to _____

To all persons interested: Notice is hereby given that an order of said Court authorized the filing of said petition and fixed the _____ day of _____, _____, at _____ [a.m / p.m.]

as the time and the Motions Room, City-County Building, Pittsburgh, Pennsylvania, as the place for a hearing, when and where all persons may show cause, if any they have, why said name should not be changed as prayed for.

[Do / Do not] include the attorney information in the notice.

CHANGE OF NAME Minor

The Pittsburgh Legal Journal

LEGAL ADVERTISING

*Designated Newspaper in Allegheny County for the Publication of Court and Legal Notices
Published Every Business Day*

400 Koppers Building, 436 Seventh Avenue, Pittsburgh, PA 15219

www.PittsburghLegalJournal.org • 412-402-6686 • PLJads@acba.org

The following notice will be published ONCE at a cost of \$135.
Price is valid through June 30, 2024.

Please send this form in no later than ten business days before your hearing date.

Name/Attorney Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

.....

In the Court of Common Pleas of Allegheny County, Pennsylvania: No. _____

In re petition of _____ parent(s) and legal guardian(s) of
_____ for change of
name to _____

To all persons interested: Notice is hereby given that an order of said Court authorized the filing of said petition and
fixed the _____ day of _____, _____, at _____ [a.m. / p.m.]
as the time and the Motions Room, City-County Building, Pittsburgh, Pennsylvania, as the place for a hearing, when
and where all persons may show cause, if any they have, why said name should not be changed as prayed for.

[Do / Do not] include the attorney information in the notice.