

## CITIZENS GUIDE TO COURT PROCEDURE

### LYCOMING COUNTY COURT OF COMMON PLEAS

#### NAME CHANGE

**Disclaimer: Staff in this office is not permitted to provide legal advice. To receive legal advice, you should contact a licensed attorney. The phone number for the Lycoming County Bar Association is (570)323-8287 and North Penn Legal Services is (570)323-8741. Nothing in this publication is meant to be construed as legal advice.**

1. A Petition for Change of Name is filed with the Prothonotary's Office, 48 West Third Street, 1<sup>st</sup> Floor, Williamsport, Pennsylvania. Hours of operation are Monday thru Friday, 8:30 AM to 5:00 PM.
2. Before you file a petition, you **MUST** be fingerprinted. You may pick up fingerprint cards from this office and take them to the Pennsylvania State Police, 899 Cherry Street, Montoursville. They will fingerprint you and give you the cards when completed. You will then bring your petition, fingerprint cards, birth certificate, social security card and a photo ID to the Prothonotary's office. If you have not prepared a petition, you may pick one up and fill out on the day of filing in the office.
3. After filing your petition, your case will be scheduled for a hearing in front of a Common Pleas Court Judge. Within 30 days of your hearing date you must obtain a judgment search from this office. You must also publish notice of your name change in the Lycoming Journal and the Williamsport Sun-Gazette. There will be additional fees for publication, You will need to contact the above for those fees.
4. At your hearing bring the results of the judgment lien search and your proof of publication.

- Fees and Miscellaneous Costs:

Petition for Change of Name-----\$146.25

Judgment Lien Search-----\$ 9.00

Certified copy of Decree for Change of Name-----\$ 9.50

