



**Office of Judicial Records - Civil
First Judicial District of Pennsylvania**

**54 Pa. C.S.A § 704.1 SURVIVING SPOUSE MAY RESUME PRIOR NAME
INSTRUCTIONS FOR SURVIVING SPOUSE TO RESUME PRIOR NAME**

A surviving spouse may, at any time, resume any prior surname used by him or her by filing a written notice to such effect in the office of the prothonotary of the county where the surviving spouse resides, accompanied by a certificate of death for the decedent.

The following items are needed to file.

- Notice of Election to Retake Surname Form
- A certificate of death for the decedent.

There is no filing fee for this type of filing.

To file this document, please use the Electronic Filing System (EFS): <https://fjdefile.phila.gov/>. Register for an account by selecting "To Apply for a User Name, click here." Next, enter the requested information and press submit. Your username, password, and pin will be emailed to you.

Please note: The phrase "I am not an attorney" means "I am not a Pennsylvania licensed attorney." Out of state attorneys must sign up under the "pro se" user type to request the issuance of a foreign subpoena online.

E-filing Steps:

1. Log in to the EFS using your username, password, and pin.
2. Select "Civil/Orphans' E-filing System."
3. Read the disclaimer, if you agree, press "Accept."
4. Select "New Case."
5. Select "Trial Division – Civil."
6. Under the "Program" drop-down menu, select "Notice to Resume Prior Surname"
7. Under the "Case Type" drop-down menu, "Notice to Resume Prior Surname" should be automatically selected.
8. Next, follow the prompts.

If you need a certified copy of your document once accepted, you can mail your request or come to Room 268, City Hall. The following items must accompany your request:

- A typed or handwritten note requesting a certified copy of the document. Please include the following information in your note:
 - ❖ Case ID#.

- ❖ Case Caption.
 - ❖ Title of the document.
 - ❖ Date of the document.
 - ❖ An uncertified copy of the document (if available).
 - ❖ Your phone number and/or email address so that we can contact you directly if we need additional information.
- Payment of \$41.58.
- ❖ Payable to: Office of Judicial Records.
 - ❖ Acceptable payment instruments include cashier's checks, attorney's checks, business checks, and money orders. Personal checks are not acceptable. All payment instruments must be made payable to the Office of Judicial Records.
- A self-addressed stamped envelope.

Questions concerning this process can be directed to the Office of Judicial Records, Civil Filing Center at 215-686-6652 or OJRCivil@courts.phila.gov.

IN RE: _____ :
Petitioner : _____ Term, 20_____
 :
 :
 : No. _____

Notice is hereby given that the person in the above matter, having been widowed on the _____ day of _____, 20____, hereby elects to retake and hereafter use his/her surname of _____ and gives this written notice avowing her intention in accordance with the provisions of the Judicial Change of Name, 54 PA.C.S.A. Section 704.1, which allows a surviving spouse to resume their prior surname.

Married name

Notary Public