



Citizens' Guide to Court Procedure
Court of Common Pleas
Name Change

Disclaimer: Court staff is not permitted to provide legal advice. To receive legal advice, you should contact a licensed attorney. The phone number for the Philadelphia Bar Association Legal Referral and Information Service is 215-238-6333. Nothing in this publication is meant to be construed as legal advice.

1. A petition for name change is filed at the Prothonotary's Office, City Hall, room 287. The hours of operation are 8:30am to 5:00pm.
2. Before you file a petition you must be fingerprinted. Bring your fingerprint cards, birth certificate, social security card, and a valid photo I.D. with you when filing your petition.
3. After filing the petition your case will be scheduled before a hearing officer. Within 30 days of the hearing date you must obtain a judgment search from Family Court at 34 South 11th Street, Philadelphia, PA 19107, and the Prothonotary's Office at City Hall, room 262. You must also publish notice of your name change in the Philadelphia Daily News (215-854-2000) and Legal Intelligencer (215-551-2300). There are additional fees for publication.
4. At your hearing bring the results of the judgment search and proof of publication.

Fees and Miscellaneous Costs:

Petition for Name Change.....	\$277.80
Family Court Judgment Search.....	\$ 20.00
Prothonotary Judgment Search.....	\$ 91.00

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