

Filing a Petition For Amendment of Marriage Record

1. Fill out the Motion Cover Sheet.
 - a. At the top, write “In Re: Marriage Record of” and your name after the word “Caption” in the top left corner of the form.
 - b. In Section 1, write your name after the words “Name of filing party”.
 - c. In Section 2, write “pro se” after the words “Filing party’s attorney”.
 - d. In Section 3, write “Petition for Amendment of Marriage Record”.
 - e. Leave the “Docket No.” and “Case assigned to Judge” and “Family Court Officer/Auditor” spaces blank.
 - f. In Section 4, check the box for “Evidentiary Hearing”.
 - g. Leave section 5 blank.
 - h. In section 6, write your name and address.
 - i. Do not write anything below the word “ORDER”.
2. Fill out the Petition.
 - a. Near the top of the first page, after the words “In re:”, write “Marriage Record of” and then your name. Include your spouse’s name if you are filing it together.
 - b. After the words “Marriage License No.” write your marriage license number.
 - c. Leave the space after the words “Docket No.” blank; this is where the Orphans’ Court clerk will place the docket number when you file the petition.
 - d. In the introduction paragraph, write the date and then write your name and, if you are filing the petition with your spouse, write your spouse’s name.
 - e. In Paragraph 1, write your address. If you are no longer married, cross out “and Applicant “B” and the word “married”.
 - f. In Paragraph 3, write the county you were married in in the first blank, then the date of marriage in the second blank, and write your marriage license number in the third blank.

- g. In Paragraph 4, choose the issue that applies to your situation. If it is not listed, choose “e. other correction:” and describe the issue on the blank line. If you need more space, you may continue on the back of the page.
 - h. In Paragraph 5, describe the reason you are asking for the correction.
 - i. After the word “Wherefore”, write your name and if you are filing with your spouse, also write your spouse’s name.
 - j. Print your name at the end after the words “Applicant A”, then sign on the next line. Print your spouse’s name after the words “Applicant B” and have your spouse sign on the next line. If your spouse is not filing with you, leave the “Applicant B’ part blank.
 - k. On the Verification page, print your name on the line before “Applicant A” and if your spouse is also filing, print your spouse’s name on the line before “Applicant B”. (If your spouse is not filing with you, leave that line blank.) Sign on the line above “Signature of Applicant A” and have your spouse sign on the line above “Signature of Applicant B”. (If your spouse is not filing with you, leave that line blank.)
 - l. Write the date in the space to the left of the signature(s).
3. Fill out the top part of the “Order”.
 - a. Near the top of the first page, after the words “In re:”, write “Marriage Record of” and then your name. Include your spouse’s name if you are filing it together.
 - b. After the words “Marriage License No.” write your marriage license number.
 - c. Leave the space after the words “Docket No.” blank; this is where the Orphans’ Court clerk will place the docket number when you file the petition.
 - d. Do not write anything below the word “ORDER”.
4. Make one copy of the Cover Sheet, Petition and Order.
5. Take all of the documents to the Register and Recorder’s Office for filing. You will have to pay a filing fee of \$15.00 (as of January 1, 2021).
6. The Orphan’s Court clerk will send the petition to the Court Scheduling Technician for scheduling of a hearing and then will mail the copy to you with the date and time of the hearing set forth on the Cover Sheet. You must attend the hearing or your petition will be dismissed.

**COURT OF COMMON PLEAS, LYCOMING COUNTY, PENNSYLVANIA
ORPHANS' COURT MOTION COVER SHEET**

Caption:

Docket No

1. Name of filing party:

Case assigned to Judge _____

2. Filing party attorney:

Family Court Officer/Auditor: _____

3. Type of filing:

<p>4. The following is/are requested:</p> <p><input type="checkbox"/> Argument</p> <p><input type="checkbox"/> Evidentiary hearing</p> <p><input type="checkbox"/> Court conference</p> <p><input type="checkbox"/> Pretrial conference</p> <p><input type="checkbox"/> Entry of uncontested order (attach supporting documentation)</p> <p><input type="checkbox"/> Expedited consideration. State the basis:</p> <p><input type="checkbox"/> Issuance of a Citation/Rule to Show Cause</p> <p><input type="checkbox"/> Video conferencing requested. Request form has been submitted. See Lyc. Co. R.G.C.B. L8.</p> <p><input type="checkbox"/> Attach this cover sheet to original motion previously filed on:</p> <p>5. Time required:</p>	<p>6. Names and addresses of all counsel, unrepresented parties and interested parties (including CASA representative, if appointed) and indicate if anyone is incarcerated:</p> <p style="text-align: center;">____ Continued on separate sheet.</p>
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ORDER

1. ____ An ____ argument ____ factual hearing ____ court conference is scheduled for _____ at _____ m, in courtroom no. _____, Lycoming County Courthouse, Williamsport, PA.
2. ____ Pretrial memos including witness list and exhibits are to be filed by the following dates:
 Filing party: _____ Responding parties: _____
3. ____ A response to the motion/petition shall be filed as follows: _____.
4. ____ Petitioner shall ensure service of this scheduling order on all parties and interested persons within _____ days of the date of this order and shall provide the court with proof of service at least _____ working days prior to the scheduled proceeding.
5. _____ is appointed as counsel for the alleged incapacitated person, and petitioner shall serve a copy of this scheduling order, petition and any attachments on the appointed attorney. The appointed attorney is to be reimbursed at the rate of \$_____ per hour to be paid by the county/estate of the alleged incapacitated person (circle one).
6. ____ See order attached. ____ See separate order issued this date.
7. Other: _____.

Judge

Date

cc: ALL PARTIES OR OTHERS TO BE SERVED WITH NOTICE MUST BE DESIGNATED IN BOX 6 ABOVE.

NOTICE: The parties are directed to confer for the purpose of resolving any issue raised in the motion/petition. If a resolution is reached prior to the scheduled date, the moving party shall immediately notify the court scheduling technician, the judge or hearing officer assigned to hear the matter, and all counsel of record or parties if unrepresented. Such notice may be in writing or by email.

IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA

ORPHANS' COURT DIVISION

IN RE:

MARRIAGE LICENSE NO:

PETITION FOR AMENDMENT OF MARRIAGE RECORD

AND NOW this _____ day of _____, 202__, comes

_____ (Applicant "A") and _____

(Applicant "B"), and files this Petition to Amend Marriage Record and sets forth the following in support of their Petition.

1. Applicant "A" and Applicant "B" are married adults residing at:

2. The Orphans' Court Division of the 29th Judicial District has jurisdiction over this Petition by virtue of 20 Pa. C.S. §711(19).

3. Applicant "A" and Applicant "B" were married in _____ County, Pennsylvania on _____, Marriage License No: _____ / _____ (Exhibit "1")

4. However, the Marriage Certificate is incorrect due to:

- a. Misspelled Names:

_____ Set forth misspelled name (First, Middle and Last)

Correct Name:

_____ Set forth correct spelling (First, Middle and Last)

Proof of Legal Name:

_____ Attach proof of correct legal name (Exhibit "2")

Type of proof of correct legal name – Driver's License, Passport or Social Security Card

- b. Wrong Birth Date: _____
Date on Marriage Record
- Correct Date: _____
Correct Date
- Proof of Date to be Corrected: _____
Birth Certificate (Exhibit "2")
- c. Parent's Information: _____
Information on Marriage Record
- Correct Information: _____
Correct Information
- Proof of Information: _____
Attached (Exhibit "3")
- d. Both Last Names are Not Utilized: _____
Name on Marriage Record
- Correct Name: _____
Correct Name
- e. Other Correction: _____

5. The incorrect information on Petitioner's Marriage Record has caused significant problems for Petitioner(s) as follows:

6. The Orphans' Court has inherent power to correct clerical errors in matters under it's general jurisdiction.
7. The correction of the error(s) on Petitioner's Marriage Record will not prejudice any person or entity.

WHEREFORE, Petitioners, _____ (Applicant "A") and
_____ (Applicant "B") respectfully

Request this Honorable Court to issue an Order amending the Petitioner's Marriage Record to reflect the change(s) set forth herein.

Respectfully Submitted,

Applicant "A"

Print Name: _____

Signature: _____

Applicant "B"

Print Name: _____

Signature: _____

VERIFICATION

_____ PRINT (Applicant "A") and
_____ PRINT (Applicant "B"), Petitioners, do hereby
verify that the facts contained in the foregoing Petition to Amend Marriage Record are true and
correct. I/We understand that any false statements contained herein are subject to the penalties
of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature of Applicant "A"

Signature of Applicant "B"

Date: _____

**IN THE COURT OF COMMON PLEAS OF LYCOMING COUNTY, PENNSYLVANIA
ORPHANS' COURT DIVISION**

IN RE:

MARRIAGE LICENSE NO:

ORDER

AND NOW, this _____ day of _____ 202__, after Presentation of the within PETITION TO AMEND/CORRECT MARRIAGE LICENSE RECORD, and consideration of the facts presented to the Court, it is hereby ORDERED AND DECREED that the Petition is GRANTED as follows:

BY THE COURT:

J.