

**Ashley M. Gledhill**  
Prothonotary & Clerk of Courts of Potter County  
Commonwealth of Pennsylvania

Potter County Courthouse  
1 East Second Street, Room 23  
Coudersport, Pennsylvania 16915

(814) 274-9740  
(814) 274-3361 (FAX)

**Kristie Potter, Deputy I**  
[kpotter@pottercountypa.net](mailto:kpotter@pottercountypa.net)

**Shirley Raber, Deputy II**  
[sraber@pottercountypa.net](mailto:sraber@pottercountypa.net)

**Jessica W Scott, Deputy II**  
[jscott@pottercountypa.net](mailto:jscott@pottercountypa.net)

**INSTRUCTIONS WITH FORM TO RESUME PRIOR SURNAME**

1. Please complete and sign the attached form **in front of a Notary Public prior to mailing it back to my office.** The name you resume **MUST BE** the name that you have legally used in the past such as your maiden name or a prior married name.
2. Return the notarized form to the address listed above **with a self-addressed stamped envelope and a money order for \$10.00 MADE PAYABLE TO: Prothonotary.** You will receive one (1) certified copy of the Notice to Resume Prior Surname by return mail if you have included the self-addressed stamped envelope for us to return to you.

**NOTE: If a Notice to Resume Prior Surname is filed more than one (1) year after the date of divorce decree the fee is \$20.00.**

3. If you need additional certified copies of the Notice to Resume Prior Surname they may be obtained at any time at a cost of \$10.00 each.
4. You are responsible for notifying all government agencies such as Social Security and your state driver's license department of your new name. you are also responsible for notifying all your social and business related contacts.
5. If you have any questions, please call the number listed above.



