

REQUEST TO UPDATE THE COURT WITH YOUR ADDRESS AND/OR NAME CHANGE

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FORMS AND INSTRUCTIONS

Part 1: Completing and Filing the Court Papers

SELF-SERVICE CENTER

REQUEST TO UPDATE THE COURT RECORDS WITH YOUR ADDRESS AND/OR NAME CHANGE

Use the forms and instruction in this packet **ONLY** if the following factors apply to your situation:

- ✓ Your name and/or address has changed. You want to update the court records with current information regarding your name and/or address. (Do not use this packet if you want to legally change your name), **AND**
- ✓ You have a current case in the Superior Court of Arizona in Maricopa County and /or you have been ordered to make payments through the Clerk of the Court, or you are currently receiving payments from the Clerk of the Court, **AND**
- ✓ Your file, or address, or name has not been sealed by the court or ordered to be kept confidential or private by the court, **AND**
- ✓ You are only requesting to update the records regarding your name and/or your address.

DO NOT USE THIS PACKET: To update the court record regarding someone else's name and/or address.

(NOTE: If the person does **not** live in the United States, you will need to see a lawyer to find out which method of service will work for your case.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. The Self-Service Center has a list of lawyers who can give you legal advice and who can help you on a task-by-task basis for a fee, and a list of court-approved mediators as well. You may view the lists at the Self-Service Centers or on the Internet at:
www.superiorcourt.maricopa.gov/SuperiorCourt/Self-ServiceCenter/LawyersAndMediators/

Party Updating Information is:

- Petitioner/Plaintiff
- Respondent/Defendant

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

For Clerk's Use Only

Name of Petitioner/Plaintiff *

CASE NO.: _____

Name of Respondent/Defendant *

ATLAS NO.: _____

*(Write Names above as on Court Documents)

UPDATE INFORMATION ON
 ADDRESS and/or NAME

If your address is protected by Court Order DO NOT use this form

I UNDERSTAND:

1. **This Notice is to tell the Clerk of the Court that my address or name has changed.**
2. **This form does NOT legally change my name.**
3. Address and name changes that are not sealed or confidential will be entered on both the support payment and the court's automated system, and will be available to the public as a public record.
4. I may only submit changes for *my own* address and name.

INFORMATION I WANT TO CHANGE: (PLEASE PRINT)

My name was: _____

My current name is: _____

My old address was: _____

(Street Address, City, State, Zip Code)

My new address is: _____

(Street Address, City, State, Zip Code)

My new mailing address: (if different from above) _____

My best contact phone number is: () _____

My Date of Birth is: _____

My e-mail address is: _____

- There is an order for payments through the Clearinghouse for **Child Support and/or Spousal Maintenance** (if so, fax to **602-506-1937**.) **OR**
- There is an order for payments through the Clerk of the Superior Court for **Restitution** (if so, email the completed form to: CFOResponse@mail.maricopa.gov) **OR**
- This update is for *other than* Support, Maintenance or Restitution (if so, fax to **602-506-6690**).

I declare under penalty of perjury that the foregoing is true and correct.

Signed on:

Date

Signature of Person Requesting Change

- Please send me information on direct deposit for Child Support and/or Spousal Maintenance.
- iCIS Address updated (FOR COURT USE ONLY)**

Self-Service Center

**INSTRUCTIONS FOR
UPDATING ADDRESS AND/OR NAME INFORMATION WITH THE
COURT**

IMPORTANT: The Clerk of Superior Court must have your most current mailing address. Pursuant to A.R.S. §25-322 a change of address must be submitted in writing within 10 days of the address change. This is particularly important if you are to receive support payments, restitution payments, and/or are representing yourself.

INSTRUCTIONS:

Typing or printing in **LARGE CLEAR LETTERS, USING BLACK INK**, fill out the form and file it with the Court. You can file this form with the Clerk's Office in the following ways:

- **Fax** the Update Information on Address and/or Name form to the Clerk of the Court:
For Child Support and/or Spousal Maintenance, fax to **602-506-1937**;
For Restitution, email; CFOResponse@mail.maricopa.gov
For all other updates, fax to **602-506-6690**.

OR

- **Take** the original and one copy of the Update Information on Address and/or Name form to the Clerk of the Court filing counter at any of these Courthouse locations:

PHOENIX
Clerk of the Court
201 W. Jefferson
Phoenix, AZ 85003

OR

NORTH PHOENIX OR
Clerk of the Court
18380 N. 40th St.
Phoenix, AZ 85032

MESA
Clerk of the Court
222 E. Javelina
Mesa, AZ 85210

SURPRISE
Clerk of the Court
14264 W. Tierra Buena Lane
Surprise, AZ 85374

OR

- **Mail** a copy of the Update Information on Address and/or Name form to the Clerk of the Court to any of the addresses listed above. (You may want to make a copy of the form for your records).