

By Michael K. Jeanes, Clerk of the Superior Court

Moving or Other Contact Changes? No Need to File a Notice in Every Case

Technology in the Clerk's Office allows attorneys to submit one notice when they change addresses or need to update their contact information. The Clerk's Office maintains one attorney database in the Superior Court automated system. The attorney database automatically updates each case associated with an attorney. This feature saves the attorney from filing a notice in each of their cases when address or contact information changes. This process does not apply to substitution or withdrawal of counsel, however, as those reporting requirements are covered in other court rules.

Arizona Supreme Court Administrative Order 2009-43 requires that every attorney practicing in a state superior or appellate court must designate and maintain an e-mail address with each Court and Clerk's Office in which they practice. In Maricopa County, updating an email address with the Clerk also satisfies the requirement of notifying the Superior Court Administrator, as the Court and Clerk are connected to one unified attorney database. To assist with submitting an email address for electronic receipt of minute entries, the Clerk's Office maintains a registration page on its website. To complete the registration process for the Superior Court in Maricopa County, please go to: http://www.clerkofcourt.maricopa.gov/attydistributionchange_form.asp.

Certain minute entries and Court Administration notices are still sent via first class mail. In accordance with Civil Procedure Rule 5.1(b) and Family Law Procedure Rule 9(C), "...[u]pon relocation, each attorney shall advise the clerk of court and court administrator...of the attorney's current office address and telephone number." To comply with these rules, the Clerk's Office needs the following information:

- Effective date of the change;
- Six-digit state bar number;
- Name as used in court: Last name, First name, Middle Initial;
- Old address;
- New address;
- Telephone number;
- Fax number;
- E-mail address;
- Agency/Firm association; and
- Name of person submitting the information.

If the information is for a new firm, or a change for an entire firm that has moved, please include each attorney member and individual state bar number to ensure a complete update.

Attorney updates can be submitted in one of the following ways:

- From the Clerk's website, fill in the information and submit electronically:
www.clerkofcourt.maricopa.gov/courtforms/attorneyaddresschangeform
- Mail the information to the Clerk's distribution center at 111 S. 3rd Ave,
Phoenix, AZ 85003
- Fax the information to the Clerk's distribution center at 602.506.6690
- Hand-deliver the information to any file counter clerk with a request to forward
it to the distribution center

Your partnership in promptly updating attorney contact information is the best way to help the Clerk maintain an accurate record and to distribute court-related information as quickly as possible. For further assistance with location or contact changes or questions on minute entries by email, please contact the Clerk's distribution center by phone at 602.506.7773.