

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

1

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/

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 602-506-6690;
For Restitution, fax to 602-506-5127;
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
Clerk of the Court
18380 N. 40th St.
Phoenix, AZ 85032

OR

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).