

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).