

AMEND/CORRECT MARRIAGE LICENSE

1

**To Request a Court Order to Correct an
Error on a Marriage License issued
in Maricopa County**

FORMS and INSTRUCTIONS



SELF-SERVICE CENTER

**APPLICATION FOR COURT ORDER
TO CORRECT A MARRIAGE LICENSE**

CHECKLIST

You may use these forms if . . .

- ✓ You were married in Maricopa County within the State of Arizona, and there is an error on your marriage license.
- ✓ You want the Court to issue an Order to correct that error.
- ✓ You are able to present evidence supporting what you say is the correct information, AND
- ✓ You understand that if the evidence you have presented with this Application or that you bring to court with you is not enough to satisfy the Court:
 - You may be ordered to return to court with more/other supporting information, or
 - Your case may be dismissed and you will not receive a refund of any court fees.

X YOU MAY NOT USE THIS PACKET TO:

X REQUEST A LEGAL NAME CHANGE,* OR

X CHANGE THE IDENTITY OF EITHER THE BRIDE OR GROOM *

* There are separate packets available from the Self-Service Center to request a change of name.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website at:

www.superiorcourt.maricopa.gov/SSC

SELF-SERVICE CENTER

APPLICATION FOR COURT ORDER TO CORRECT A MARRIAGE LICENSE

This packet contains court forms and instructions to file a petition for a Court Order to amend a Maricopa County marriage license. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do not copy or file those pages!

| Order | File Number | Title | # Pages |
|-------|-------------|--|---------|
| 1 | CVAML1k | Checklist: "You may use these forms if . . ." | 1 |
| 2 | CVAML1t | Table of Contents (this page) | 1 |
| 3 | CV10f | "Civil Cover Sheet" | 2 |
| 4 | CVAML11f | "Petition for Court Order to Amend a Marriage License" | 2 |
| 5 | CVAML81f | "Court Order to Amend a Maricopa County Marriage License" | 2 |
| 6 | CVAML10p | PROCEDURES: What to do after you have completed all forms | 2 |

The documents you have received are copyrighted by the Superior Court of Arizona in Maricopa County. You have permission to use them for any lawful purpose. These forms shall not be used to engage in the unauthorized practice of law. The Court assumes no responsibility and accepts no liability for actions taken by users of these documents, including reliance on their contents. The documents are under continual revision and are current only for the day they were received. It is strongly recommended that you verify on a regular basis that you have the most current documents.

**Superior Court of Arizona
In Maricopa County**

Case Number _____

CIVIL COVER SHEET- NEW FILING ONLY
(Please Type or Print)

Plaintiff's Attorney:

Attorney's Bar Number: _____

Plaintiff's Name(s): (List all)

(List additional plaintiffs on page two and/or attach a separate sheet).

Defendant's Name(s): (List all.)

(List additional defendants on page two and/or attach a separate sheet).

EMERGENCY ORDER SOUGHT: (if applicable) Temporary Restraining Order Provisional Remedy
 OSC – Order to Show Cause Election Challenge
 Employer Sanction Other _____

RULE 8(i) COMPLEX LITIGATION DOES NOT APPLY. (Mark appropriate box under **Nature of Action**).
 RULE 8(i) COMPLEX LITIGATION APPLIES Rule 8(i) of the Rules of Civil Procedure defines a "Complex Case" as civil actions that require continuous judicial management. A typical case involves a large number of witnesses, a substantial amount of documentary evidence, and a large number of separately represented parties. (Mark appropriate box on page two as to complexity, **in addition** to the Nature of Action case category).

NATURE OF ACTION

(Place an "X" next to the **one** case category that most accurately describes your primary case.)

- 100 TORT MOTOR VEHICLE:**
 101 Non-Death/Personal Injury
 102 Property Damage
 103 Wrongful Death
110 TORT NON-MOTOR VEHICLE:
 111 Negligence
 112 Product Liability – Asbestos
 112 Product Liability – Tobacco
 112 Product Liability – Toxic/Other
 113 Intentional Tort
 114 Property Damage
 115 Legal Malpractice
 115 Malpractice – Other professional
 117 Premises Liability
 118 Slander/Libel/Defamation
 116 Other (Specify) _____

- 120 MEDICAL MALPRACTICE:**
 121 Physician M.D. 123 Hospital
 122 Physician D.O 124 Other
130 CONTRACTS:
 131 Account (Open or Stated)
 132 Promissory Note
 133 Foreclosure
 138 Buyer-Plaintiff
 139 Fraud
 134 Other Contract (i.e. Breach of Contract)
 135 Excess Proceeds - Sale
 Construction Defects (Residential/Commercial)
 136 Six to Nineteen Structures
 137 Twenty or More Structures

Is Interpreter Needed? Yes No
If yes, what language: _____
To the best of my knowledge, all information is true and correct.

Attorney/Pro Per Signature (If no attorney, YOUR signature)

Plaintiff's Address:

150-199 OTHER CIVIL CASE TYPES:

Case No. _____

- 156 Eminent Domain/Condemnation
- 151 Eviction Actions (Forcible and Special Detainers)
- 152 Change of Name
- 153 Transcript of Judgment
- 154 Foreign Judgment
- 158 Quiet Title
- 160 Forfeiture
- 175 Election Challenge
- 179 Employer Sanction Action (A.R.S. §23-212)
- 180 Injunction against Workplace Harassment
- 181 Injunction against Harassment
- 182 Civil Penalty
- 186 Water Rights (Not General Stream Adjudication)
- 187 Real Property
- Sexually Violent Persons (A.R.S. §36-3704)
(Except Maricopa County)
- Minor Abortion (See Juvenile in Maricopa County)
- Special Action Against Lower Courts
(See lower court appeal cover sheet in Maricopa)
- 194-Immigration Enforcement Challenge
(§§1-501, 1-502, 11-1051)

- 155 Declaratory Judgment
- 157 Habeas Corpus
- 184 Landlord Tenant Dispute - Other
- 159 Restoration of Civil Rights (Federal)
- 159 Clearance of Records (A.R.S. §13-4051)
- 190 Declaration of Factual Innocence(A.R.S. §12-771)
- 191 Declaration of Factual Improper Party Status
- 193 Vulnerable Adult (A.R.S. §46-451)
- 165 Tribal Judgment
- 167 Structured Settlement (A.R.S. §12-2901)
- 169 Attorney Conservatorships (State Bar)
- 170 Unauthorized Practice of Law (State Bar)
- 171 Out-of-State Deposition for Foreign Jurisdiction
- 172 Secure Attendance of Prisoner
- 173 Assurance of Discontinuance
- 174 In-State Deposition for Foreign Jurisdiction
- 176 Eminent Domain–Light Rail Only
- 177 Interpleader– Automobile Only
- 178 Delayed Birth Certificate (A.R.S. §36-333.03)
- 183 Employment Dispute - Discrimination
- 185 Employment Dispute - Other
- 195(a) Amendment of Marriage License
- 195(b) Amendment of Birth Certificate
- 163 Other

150-199 UNCLASSIFIED CIVIL CASE TYPES:

- Notice of Appeal pursuant to A.R.S. § 12-904
(formerly “Administrative Review”)
(Use lower court appeal cover sheet in Maricopa)
- 150 Tax Appeal
(All other tax matters must be filed in the AZ Tax Court)

(Specify)

COMPLEXITY OF THE CASE

If you marked the box on page one indicating that Complex Litigation applies, place an “X” in the box of no less than one of the following:

- Antitrust/Trade Regulation
- Construction Defect with many parties or structures
- Mass Tort
- Securities Litigation with many parties
- Environmental Toxic Tort with many parties
- Class Action Claims
- Insurance Coverage Claims arising from the above-listed case types
- A Complex Case as defined by Rule 8(i) ARCP

Additional Plaintiff(s)

Additional Defendant(s)

Name of Person Filing: _____
Street Address: _____
City, State, Zip Code: _____
Telephone Number: _____
 Representing Self (No Attorney), or Represented by Attorney
If Attorney, Bar Number: _____

FOR CLERK'S USE ONLY

I am the Legal Guardian of the adult whose marriage license needs correction

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the matter of

Case Number: CV _____

Person petitioning to correct marriage license

APPLICATION TO CORRECT MARRIAGE LICENSE issued in Maricopa County

Other Spouse

UNDER PENALTY OF PERJURY

1. INFORMATION ABOUT THE PERSONS whose marriage license needs correction:

FULL CORRECT NAME OF GROOM: _____

FULL CORRECT NAME OF BRIDE: _____

2. INFORMATION ON THE MARRIAGE LICENSE

A. Marriage License Number: _____

B. The marriage license contains INCORRECT information for the Groom:

Groom's Name appears *wrongly* as: _____

Groom's Age appears *wrongly* as: _____

Following is the CORRECT information about the Groom:
I ask that the marriage license be ordered changed as indicated below:

Groom's Name* *should* appear as listed in "1", above.

Groom's Age *should* appear as _____

* to correct the an error in the name of the Groom as it appears on the Marriage License
– not to change identity.

C. The marriage license contains **INCORRECT** information for the **Bride**:

Bride's Name* appears *wrongly* as: _____

Bride's Age appears *wrongly* as: _____

Following is the **CORRECT** information about the **Bride**:
I ask that the marriage license be ordered changed as indicated below:

Bride's Name* *should* appear as appears in "1", above.

Bride's Age *should* appear as _____

* to correct the an error in the name of the Bride as it appears on the Marriage License
– not to change identity.

D. The marriage license contains **INCORRECT** information on the **date of marriage**:

Date of Marriage appears *wrongly* as: _____

Following is the **CORRECT** information about the **date of marriage**.
I ask that the marriage license be ordered changed as indicated below:

Date of Marriage *should* appear as: _____

REQUEST TO THE COURT:

I request the Clerk of Superior Court be ordered to replace the incorrect information on the subject marriage license with the correct information as indicated above.

PLEASE NOTE: The correction will NOT replace your existing marriage license, but is an amendment to it.

OATH OR AFFIRMATION OF APPLICANT

We/I affirm under penalty of perjury the information provided on this document is true and correct.

Date: _____

Petitioner's Signature

(Non-Petitioner) Spouse's Signature

Petitioner's Printed Name

(Non-Petitioner) Spouse's Printed Name

My Commission Expires:
Or SEAL below _____

Deputy Clerk or Notary Public

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**

FOR CLERK'S USE ONLY

In the matter of:

Person whose marriage license needs correction

Case Number: CV _____

And

**ORDER CORRECTING
MARRIAGE LICENSE**

Other Spouse

THE COURT FINDS:

1. This case comes before this Court to correct the marriage license of the Petitioner.
2. This Court has jurisdiction to order that the Petitioner's marriage license be corrected to correct errors or omissions contained in the original marriage license.
3. Good cause exists to grant the Petitioner correction of the marriage license as requested.
4. The information appears on the Arizona marriage license as follows:

THE PRESENT INFORMATION AS IT APPEARS ON THE SUBJECT MARRIAGE LICENSE:

Marriage License Number: _____

Groom: (as it appears on current marriage license)

| First Name | Middle | Last Name | Age |
|------------|--------|-----------|-----|
|------------|--------|-----------|-----|

Bride: (as it appears on current marriage license)

| First Name | Middle | Last Name | Age |
|------------|--------|-----------|-----|
|------------|--------|-----------|-----|

Date of marriage: (as it appears on current marriage license)

| Month | Day | Year |
|-------|-----|------|
|-------|-----|------|

THE COURT ORDERS

1. THE GROOM'S INFORMATION ON THE MARRIAGE LICENSE CHANGED TO:

| First Name | Middle | Last Name | Age |
|------------|--------|-----------|-----|
|------------|--------|-----------|-----|

2. THE BRIDE'S INFORMATION ON THE MARRIAGE LICENSE CHANGED TO:

| First Name | Middle | Last Name | Age |
|------------|--------|-----------|-----|
|------------|--------|-----------|-----|

3. THE DATE OF MARRIAGE ON THE LICENSE CHANGED TO:

| Month | Day | Year |
|-------|-----|------|
|-------|-----|------|

4. The Clerk of the Superior Court is ordered to correct/amend the marriage license to reflect the corrected information as ordered above.

PLEASE NOTE: The correction will not replace your existing marriage license, but is an amendment to it.

5. OTHER ORDERS: _____

DONE IN OPEN COURT: _____
Date Judicial Officer

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE FOR A COURT ORDER TO CORRECT MARRIAGE LICENSE

FOR ALL FORMS: TYPE OR WRITE CLEARLY. USE BLACK INK.

WARNING! These are NOT the proper papers to request a legal name change. This packet will **ONLY** serve to request correction of errors that appear on a marriage license issued in Maricopa County.

STEP 1: Fill out the “**Application to Correct Marriage License**” and make 2 copies.

STEP 2: Fill out the top portion of page 1 of the “**Civil Cover Sheet**”. Write in your name as “Plaintiff”. On page 2, check box **195(a)** for “**Amend Marriage License**”.

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: Who may file the “Application to Correct Marriage License”?
The person who seeks this change, or his or her attorney.

WHERE: GO TO THE CLERK OF SUPERIOR COURT TO FILE YOUR PAPERS:

The Court is open from 8:00 a.m. – 5:00 p.m., Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

The Clerk of the Superior Court
Northwest Court Facility
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center
18380 North 40th Street
Phoenix, AZ 85032

FEES: A list of current fees is available from the Self Service Center and from the Clerk of Court’s website at: <http://www.clerkofcourt.maricopa.gov/>.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Self-Service Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

Make sure the filing clerk stamps both of your copies and returns them to you.

STEP 4: SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:

At least **four** business days after you filed your Application to Correct Marriage License, contact Court Administration to obtain the Commissioner's Name and the date, time, and place of your hearing by calling **602-506-3397** *between the hours of 9:00 a.m. - 12:00 noon or 1:00 – 4:00 p.m., Monday through Friday.*

STEP 5: ATTEND THE HEARING

- The person whose information is to be corrected on the marriage license **must** be present at the hearing.
- If the information to be corrected is the date of the marriage, the person filing the Application for Correction **must** attend.
- **Both** spouses must attend *unless the other spouse is incapable of attending.*

BRING THESE DOCUMENTS TO YOUR HEARING:

- **2** copies of “**Order Correcting Marriage License**” for the Judge to sign. One copy will go in the Court file and the other will be prepared for certification and returned to you (There is a fee for each certified copy).
 - **Certified Copy of marriage license** issued by the Clerk of Superior Court.
 - **Government issued photo identification** for any person(s) who are requesting their information be changed on the marriage license.
 - Copy of the **birth certificate of person(s) requesting his or her information be changed** on the marriage license.
 - ***If the other spouse is deceased*, a copy of the death certificate.**
 - Prior Name Change orders (if applicable).

NOTE

Make a copy of any documents you submit to the Court and keep those copies for your records.

*** To get a certified copy of your court order** you will need to present your Judge-signed copy along with payment to the Filing Counter within **48** hours. If you need additional copies after that time, you will need to go to the Court's Customer Service Center at 601 W. Jackson Street in Phoenix.