

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

**1**

**Part 1: Completing and Filing the Court Papers**  
**(Instructions and Forms)**

## Request to update the court records with your address and/or name change

### Checklist

You may use the forms and instructions in this packet if:

- ✓ Your name and/or address has changed, and 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 Superior Court, or you are currently receiving payments from the Clerk of Superior Court, AND
- ✓ You do not have a protected address, 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 or address.
- To update an address already ordered "protected." If your address is currently ordered to be protected, you will need to go in person to the Clerk of Superior Court to request this action. Please visit the Clerk of Superior Court's web page for a list of their locations.
- To update contact information of a fiduciary or ward in a probate case. Instead, use the Notice of Change of Fiduciary's Contact Information form or Notice of Change of Ward's Contact Information form.

**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 can be found on the Law Library Resource Center website.

## Instructions to update 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.

### Notice

Do not use the Update Information form (GN91f) of this packet to update contact information of a fiduciary or ward in a guardianship, conservatorship or formal/informal probate case. Instead, use the Notice of Change of Fiduciary's Contact Information form or Notice of Change of Ward's Contact Information form.

### 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 of Superior Court in one of the following ways:

- Email or Fax the Update Information on Address and/or Name form to the Clerk of Superior Court:
  - For Child Support and/or Spousal Maintenance, email [FSSResearch@maricopa.gov](mailto:FSSResearch@maricopa.gov) or fax to 602-506-1937;
  - For Restitution, email; [CFOResponse@mail.maricopa.gov](mailto:CFOResponse@mail.maricopa.gov)
  - For all other updates, email [COCDistribution-AddressChangeForms@maricopa.gov](mailto:COCDistribution-AddressChangeForms@maricopa.gov) or fax to Distribution at 602-506-6690.

OR

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

Phoenix  
Clerk of Superior Court  
201 W. Jefferson  
Phoenix, AZ 85003

OR

North Phoenix  
Clerk of Superior Court  
18380 N. 40th St.  
Phoenix, AZ 85032

Mesa  
Clerk of Superior Court  
222 E. Javelina Avenue  
Mesa, AZ 85210

OR

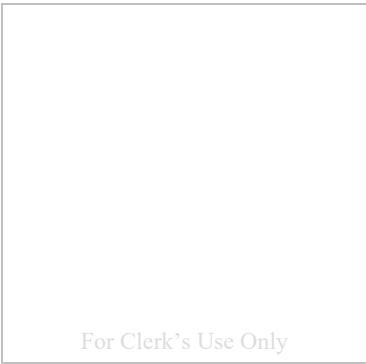
Surprise  
Clerk of Superior Court  
14264 W. Tierra Buena Lane  
Surprise, AZ 85374

OR

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

Party Updating Information is:

- Petitioner/Plaintiff
- Respondent/Defendant



**SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY**

\_\_\_\_\_  
**Name of Petitioner/Plaintiff \***

Case No.: \_\_\_\_\_

Atlas No.: \_\_\_\_\_

\_\_\_\_\_  
**Name of Respondent/Defendant \***

**UPDATE INFORMATION on**

**\*(Write Names above as on Court Documents)**

- MAILING ADDRESS
- EMAIL 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 Superior 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.
5. I cannot use this packet to update contact information of a fiduciary or ward in a guardianship, conservatorship or formal/informal probate case. To update a fiduciary or ward's information, I must use the Notice of Change of Fiduciary's Contact Information form or Notice of Change of Ward's Contact Information form.

**INFORMATION I WANT TO CHANGE: (PLEASE PRINT)**

Case No. \_\_\_\_\_

My old name was: \_\_\_\_\_

My new 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 is: \_\_\_\_\_

(If different from above)

My old contact phone number was: \_\_\_\_\_

My new contact phone number is: \_\_\_\_\_

My old email address was: \_\_\_\_\_

My new email address is: \_\_\_\_\_

My date of birth is: \_\_\_\_\_

Receive texts from Court to contact phone number above?  Yes  No texts

There is an order for payments through the Clearinghouse for Child Support and/or Spousal Maintenance (if so, email the completed form to [FSSResearch@maricopa.gov](mailto:FSSResearch@maricopa.gov) or fax to 602-506-1937).

OR

There is an order for payments through the Clerk of Superior Court for Restitution (if so, email the completed form to [CFOResponse@mail.maricopa.gov](mailto:CFOResponse@mail.maricopa.gov)).

OR

This update is for other than Support, Maintenance or Restitution (if so, email the completed form to [COCDistribution-AddressChangeForms@maricopa.gov](mailto:COCDistribution-AddressChangeForms@maricopa.gov) or fax to 602-506-6690).

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Requesting the Change

Please send me information on direct deposit for Child Support and/or Spousal Maintenance.

iCIS Address updated (For Court Use Only)