

NAME CHANGE

For An

ADULT

1

FORMS AND INSTRUCTIONS

How to File an Application for a Name Change for an Adult

You may use this packet if you want to ask for a name change for yourself and

- You are a resident of Pima County
- You are 18 years or older

DO NOT USE THIS PACKET IF YOU ARE ASKING THE COURT TO CHANGE THE NAME OF A MINOR OR IF YOU ARE ASKING FOR NAME CHANGES FOR MULTIPLE ADULTS

FOR A NAME CHANGE FOR A MINOR, USE NAME CHANGE PACKET 2: NAME CHANGE FOR A MINOR CHILD

FOR A NAME CHANGE FOR A FAMILY, USE NAME CHANGE PACKET 3 (JOINT OR FAMILY NAME CHANGE)

APPLICATION FOR NAME CHANGE FOR AN ADULT

STEP 1: FILL OUT THIS PACKET.

Fill out the forms included in this packet. This packet can be found at the Pima County Superior Court Law Library and Resource Center in person or online. The Law Library and Resource Center is located on the second floor of the Pima County Superior Court. To download the packet contents online go to [https:// www.sc.pima.gov/law-library/forms/](https://www.sc.pima.gov/law-library/forms/)

Your completed packet must contain the following forms:

- A. Civil Coversheet.
 - a. Write your name as the Plaintiff and write in your address.
 - b. On the second page check the box for change of name.
- B. Application for Change of Name for an Adult.
- C. Civil Default Sheet Name Change
- D. Order Changing Name for an Adult. Fill out only the top of this form.
- E. Notice of Hearing Regarding Application for Change of Name
 - i. Fill out the top portion only: the Court will fill in

STEP 2: FILE YOUR PAPERS:

In Person: Bring your original packet and one copy of the packet to Court to file in person. Bring your identification with you. Go to the Clerk of the Court filing counter on the ground floor of the Pima County Superior Court. The Court is open from 8 a.m.-5 p.m., Monday-Friday. You should go to the Court at least two hours before it closes. The Court is located at: **110 W Congress St. Tucson, AZ 85701**

You must bring a copy of your driver's license or another form of identification with you when you file your paperwork.

You can file your paperwork in person any day of the week, but walk-in same-day name change hearings are only conducted on Wednesday and Thursday mornings. If you want to be seen the same day you file your packet, please arrive at the Courthouse on a Wednesday or Thursday morning 30 minutes prior to the scheduled hearing times. Wednesday hearings are held at 10:00 a.m., and Thursday hearings are held at 9:00 a.m. and 10:00 a.m.

File by Mail: To file your packet by mail, send an original packet and one copy and one self-addressed stamped envelope big enough to accommodate copies being mailed back to you. Include a photocopy of your Driver's License in your mailing. Any fees due may be paid by check payable to Clerk of the Court. Mail your materials to 110 W. Congress, Clerk of the Court Civil Division, Rm 131 A, Tucson, Az. 85701.

Filing fees: You will be required to pay a filing fee before you can file your packet. To find out how much you have to pay to file your packet, please visit the Clerk of the Court's website at

www.cosc.pima.gov or call the Clerk of the Court Civil Desk at 520-724-3210.

If you cannot afford the filing fee, you may request a waiver or deferral (payment plan) when you file your papers with the Clerk of the Court. If you cannot afford to pay the filing fee, request an Application for Waiver and Deferral from the Law Library and Resource Center or download it and print it from the Pima County Superior Court website at <https://www.sc.pima.gov/law-library/forms/>

You cannot file your packet without either having paid the filing fee or having received a waiver or deferral. It can take 5 - 7 days to process your request for a waiver or deferral.

STEP 3: YOUR NOTICE OF HEARING WILL ARRIVE IN THE MAIL

You will receive your Notice of Hearing in the mail approximately 1 week to 10 days after filing. ***The notice of hearing will include the date and time for your hearing. The Notice will provide a call-in number if you choose to attend your hearing by telephone.***

If you don't receive your notice of hearing in 10 days after filing, please call the Clerk of the Court Civil Desk at 520-724-3210 for assistance.

*******If you are going to Court for a walk-in name change, you will be escorted to a Courtroom for a hearing on the same day you file your papers. You can only walk-in for a name change on Wednesday and Thursday mornings from 8:00 a.m. to 9:30 a.m.***

STEP 4: ATTEND THE HEARING

Call into the hearing according to the instructions provided on your Notice of Hearing.

OR

Attend the hearing in person. The Courthouse is located at 110 W. Congress, Tucson, Az. 85701.

STEP 5: AFTER THE HEARING

If you are in court and attend a walk-in name change, and the judge grants your request, court staff will process your paperwork and give you a certified copy of the order to take with you before you leave the courthouse.

If you attend a scheduled hearing either by phone or in person, and the judge grants your request, court staff will process the paperwork and mail you a certified copy of your order showing the judge granted your request and ordered the name change. ***You should receive your order in the mail within 10 days of the hearing. If you do not receive it, please call the Clerk of the Court Civil Desk at 520-724-3210.***

You will only be given 1 certified copy of the Court's order. You can obtain additional certified copies if you pay a fee of \$30.50 per copy.

FORMS

***Please separate the instructions from
the forms before going to Court to
file your packet.***

**In the Superior Court of the State of Arizona
In and For the County of PIMA**

Case Number _____

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

Plaintiff's Attorney _____

Attorney Bar Number _____

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

Plaintiff's Address:

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

Interpreter Needed for Plaintiff(s)? [] Yes [] No If Yes, Language: _____

Defendant's Name(s): (List All) _____

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

RULE 26.2 DISCOVERY TIER OR MONETARY RELIEF CLAIMED:

IMPORTANT: Any case category that has an asterisk (*) MUST have a dollar amount claimed or Tier selected. State the monetary amount in controversy or place an "X" next to the discovery tier to which the pleadings allege the case would belong under Rule 26.2.

☐ Amount Claimed \$ _____ ☐ Tier 1 ☐ Tier 2 ☐ Tier 3

NATURE OF ACTION

Place an "X" next to the **one** case category that most accurately describes your primary case. **Any case category that has an asterisk (*) MUST have a dollar amount claimed or Tier selected as indicated above.**

TORT MOTOR VEHICLE:

- ☐ Non-Death/Personal Injury*
☐ Property Damage*
☐ Wrongful Death*

TORT NON-MOTOR VEHICLE:

- ☐ Negligence*
☐ Product Liability – Asbestos*
☐ Product Liability – Tobacco*
☐ Product Liability – Toxic/Other*
☐ Intentional Tort*
☐ Property Damage*
☐ Legal Malpractice*

- ☐ Malpractice – Other professional*
☐ Premises Liability*
☐ Slander/Libel/Defamation*
☐ Recovery of Damages under A.R.S. §12-514
(Please provide Plaintiff DOB: ____/____/____)
☐ Other (Specify)* _____

MEDICAL MALPRACTICE:

- ☐ Physician M.D.* ☐ Hospital*
☐ Physician D.O.* ☐ Other*

CONTRACTS:

- ☐ Account (Open or Stated)*

- ☐ Promissory Note*
- ☐ Foreclosure*
- ☐ Buyer-Plaintiff*
- ☐ Fraud*
- ☐ Other Contract (e.g., Breach of Contract)*
- ☐ Excess Proceeds – Sale*
- ☐ Construction Defects (Residential/Commercial)*
 - ☐ Six to Nineteen Structures*
 - ☐ Twenty or More Structures*
- ☐ Credit Card Debt (Maricopa County Filings Only)*

OTHER CIVIL CASE TYPES:

- ☐ Eminent Domain/Condemnation*
- ☐ Eviction Actions (Forcible and Special Detainers)*
- ☐ Change of Name
- ☐ Transcript of Judgment
- ☐ Foreign Judgment
- ☐ Quiet Title*
- ☐ Forfeiture*
- ☐ Election Challenge
- ☐ NCC – Employer Sanction Action (A.R.S. §23-212)*
- ☐ Injunction against Workplace Harassment
- ☐ Injunction against Harassment
- ☐ Civil Penalty
- ☐ Water Rights (Not General Stream Adjudication)*
- ☐ Real Property*
- ☐ Special Action
 - (See Lower Court Appeals Cover Sheet in Maricopa)
- ☐ Immigration Enforcement Challenge
 - (A.R.S. §§1-501, 1-502, 11-1051)
- ☐ Expungement
- ☐ Out of State Restoration of Civil Rights

- ☐ Seal Criminal Case Records (A.R.S. §13-911)

UNCLASSIFIED CIVIL:

- ☐ Administrative Review
 - (See Lower Court Appeals Cover Sheet in Maricopa)
- ☐ Tax Appeal
 - (All other tax matters must be filed in the AZ Tax Court)
- ☐ Declaratory Judgment
- ☐ Habeas Corpus
- ☐ Landlord Tenant Dispute – Other*
- ☐ Declaration of Factual Innocence (A.R.S. §12-771)
- ☐ Declaration of Factual Improper Party Status
- ☐ Vulnerable Adult (A.R.S. §46-451)*
- ☐ Tribal Judgment
- ☐ Structured Settlement (A.R.S. §12-2901)
- ☐ Attorney Conservatorships (State Bar)
- ☐ Unauthorized Practice of Law (State Bar)
- ☐ Out-of-State Deposition for Foreign Jurisdiction
- ☐ Secure Attendance of Prisoner
- ☐ Assurance of Discontinuance
- ☐ In-State Deposition for Foreign Jurisdiction
- ☐ Eminent Domain – Light Rail Only*
- ☐ Interpleader – Automobile Only*
- ☐ Delayed Birth Certificate (A.R.S. §36-333.03)
- ☐ Employment Dispute – Discrimination*
- ☐ Employment Dispute – Other*
- ☐ Verified Rule 27(a) Petition*
- ☐ Verified Rule 45.2 Petition
- ☐ Amendment of Birth Certificate
- ☐ Amendment of Marriage License
 - (Maricopa County Filings Only)
- ☐ Application/Motion Objecting to Foreign Subpoena
- ☐ Other (Specify)* _____

EMERGENCY ORDER SOUGHT:

- | | | |
|--|---|---|
| ☐ Temporary Restraining Order | ☐ Provisional Remedy | ☐ OSC |
| ☐ Election Challenge | ☐ Employer Sanction | ☐ Other (Specify)* _____ |

COMMERCIAL COURT (Maricopa County Only)

☐ This case is eligible for the commercial court under Rule 8.1, and plaintiff requests assignment of this case to the commercial court. More information on the commercial court, including the most recent forms, are available on the court's website at <https://www.superiorcourt.maricopa.gov/commercial-court/>.

Additional Plaintiff(s):

Additional Defendant(s):

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Representing ☐ Self or ☐ Attorney for _____
Lawyer's Bar Number: _____

FOR CLERK'S USE
ONLY

SUPERIOR COURT OF ARIZONA
IN _____ COUNTY

In the matter of:

Case Number: _____

Current Name of Applicant

**APPLICATION FOR CHANGE OF
NAME FOR AN ADULT
(ARS § 12-601)**

INFORMATION ABOUT ME, THE APPLICANT

1. **BIRTH NAME:** on your original registered state Birth Record (Certificate):

--	--	--

[First, Middle, Last]

Date of Birth [Month/Date/Year]: _____

City of Birth: _____

County of Birth: _____

2. **CURRENT LEGAL NAME:**

--	--	--

[First, Middle, Last]

Current Address: _____

Current City of Residence: _____

Current State of Residence & Zip Code: _____

☐ This is my married name, and that of my ☐ Current Spouse ☐ Past Spouse

3. OTHER NAMES: (Check all that apply)

☐ I was previously married –

From _____ [Month, Year] to _____ [Month, Year] and used the following name:

--	--	--

[First, Middle, Last]

☐ I was previously married –

From _____ [Month, Year] to _____ [Month, Year] and used the following name:

--	--	--

[First, Middle, Last]

☐ I changed my name – from this name: _____

When? _____ [Month, Year] to _____ [Month, Year] and used the following name:

--	--	--

[First, Middle, Last]

☐ I changed my name – from this name: _____

When? _____ [Month, Year] to _____ [Month, Year] and used the following name:

--	--	--

[First, Middle, Last]

☐ I have used the following alias: _____

When? _____ [Month, Year] to _____ [Month, Year], and used the following name:

--	--	--

[First, Middle, Last]

☐ I have used the following alias: _____

When? _____ [Month, Year] to _____ [Month, Year], and used the following name:

--	--	--

[First, Middle, Last]

REQUESTS TO THE COURT

1. I ask that my name be changed to:

--	--	--

[First, Middle, Last]

- 2.
- ☐
- I ask that the birth records be ordered changed to reflect the new name requested above.

STATEMENTS TO THE COURT
(REQUIRED BY ARIZONA LAW (ARS § 12-601(C)))

Under penalty of perjury, I state the following as true:

(Check the boxes that indicate a true statement.) (For “4”, *explain.*)

1. ☐ I submit this application solely for the benefit and in the best interests of the person for whom the name change is requested.
2. ☐ I understand and acknowledge that this change of name, if granted, will not release me from any obligations incurred or harm any rights of property or action in any previous name.
3. ☐ I am not knowingly requesting this change of name to that of another individual for the purpose of committing or furthering any offense of theft, forgery, fraud, perjury, organized crime or terrorism or any other offense involving false statements.
4. ☐ I request this name change because: (Explain) _____

5. Have you ever been convicted of a felony?
- ☐
- Yes
- ☐
- No

If “Yes,” all felony convictions are listed below.

	Felony Case Number	County & State	Sentence	Date of Conviction
1				
2				
3				
4				
5				

Is there anything regarding your felony conviction(s) that you would like to bring to the Court’s attention? (Optional) _____

Case Number: _____

6. Are there any criminal charges (*felony or misdemeanor*) pending against you at this time?
[] Yes [] No

If “Yes,” all pending charges are listed below:

Pending Charges		Name of Court or City & State	Case Number
1			
2			
3			
4			
5			

Is there anything regarding your pending criminal charges that you would like to bring to the Court’s attention? (Optional) _____

OATH OR AFFIRMATION

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

Date

Signature

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ (date)
by _____.

(notary seal)

Notarial Officer

Title

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Attorney Bar Number: _____
Representing ☐ Self or ☐ Attorney for _____

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA IN PIMA COUNTY

In the Matter of:

Case Number: _____

NOTICE OF HEARING REGARDING APPLICATION FOR CHANGE OF NAME

Name(s) of person(s) requesting name change

READ THIS NOTICE CAREFULLY. An important court proceeding that affects your rights has been scheduled. If you do not understand this Notice or the other court papers, contact an attorney for legal advice.

- 1. NOTICE:** An application for Change of Name has been filed with the Court by the person(s) named above. A hearing has been scheduled where the Court will consider whether to grant or deny the requested change. If you wish to be heard on this issue, you must appear at the hearing at the date and time indicated below.
- 2. COURT HEARING.** A court hearing has been scheduled to consider the Application as follows:

Hearing Date: _____ Hearing Time: _____

Hearing Location: _____

Hearing Officer: _____

DATED: _____
(Month/Day/Year)

Applicant's Signature

THIS FORM MUST BE FILLED OUT
FOR
DEFAULT NAME CHANGE

Please PRINT the following information to be given to the courtroom Clerk in order to obtain your default or name change. THE INFORMATION MUST BE LEGIBLE AND ADDRESSES COMPLETE WITH ZIP CODES LISTED.

CASE NUMBER: _____ ASSIGNED JUDGE: _____

PLEASE COMPLETE THIS AREA FOR DEFAULTS ONLY:

COMPLETE THIS AREA FOR NAME CHANGE ONLY:

NAME CHANGE IS FOR: SELF _____ A MINOR CHILD _____

PRESENT NAME OF PERSON RECEIVING: _____
A CHANGE OF NAME.

NAME WILL BE: _____

ADDRESS OF PERSON FILING _____

PERSON COMPLETING THIS FORM

SUPERIOR COURT OF ARIZONA
IN _____ COUNTY

In the matter of:

Case Number: _____

**ORDER CHANGING NAME OF AN
ADULT**

Name of Applicant

THE COURT FINDS:

1. This case has come before this Court
[] to change the current legal name of the Applicant.
[] to change the birth record of the Applicant
2. This Court has jurisdiction to change the legal name and/or the Birth Record of the Applicant.
3. Good cause exists to grant the application for change of name.

THE COURT ORDERS:

1. [] The current legal name of the Applicant:

--	--	--

[First, Middle, Last]

Date of Birth [Month/Date/Year]: _____

Place of Birth [City, State, Nation]: _____

IS CHANGED TO:

--	--	--

[First, Middle, Last]

Case Number: _____

☐ The birth record name of the Applicant:

--	--	--

[First, Middle, Last]

Date of Birth [Month/Date/Year]: _____

Place of Birth [City, State, Nation]: _____

IS CHANGED TO:

--	--	--

[First, Middle, Last]

2. ☐ For a person born in the State of Arizona, the Office of Vital Records is ordered to amend the birth record to reflect the new name as above ordered.

☐ For a person born in any other state, to the extent that the agency that maintains birth records in that state is authorized to honor an order of this Court, that agency is requested or ordered to amend its birth records to reflect the new name as above ordered.

3. This Order does not release the Applicant from any obligations incurred or harm any rights of property or action in any original name.

4. Other orders: _____

DONE IN OPEN COURT:

Date

Judicial Officer