

NAME CHANGE

For A

MINOR

2

FORMS AND INSTRUCTIONS

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

You may use this packet if you want to ask for a name change for your minor child and

- You are a resident of Pima County
- You are 18 years or older
- You are asking to change a minor child's name
- You are the child's parent or guardian

DO NOT USE THIS PACKET IF YOU ARE ASKING THE COURT TO CHANGE THE NAME OF AN ADULT OR IF YOU ARE ASKING FOR NAME CHANGES FOR MULTIPLE MINORS.

FOR A NAME CHANGE FOR AN ADULT, USE NAME CHANGE PACKET 1: NAME CHANGE FOR AN ADULT.

FOR A NAME CHANGE FOR A FAMILY, SIBLING GROUP, OR MULTIPLE ADULTS USE NAME CHANGE PACKET 3 (JOINT OR FAMILY NAME CHANGE).

APPLICATION FOR NAME CHANGE FOR A MINOR

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. The law library is located on the second floor of the Pima County Superior Court. You can also download the packet contents online. You can go to <https://www.sc.pima.gov/law-library/forms/> for the required 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 a minor.
- C. Civil Default Sheet Name Change
- D. Order Changing Name for a Minor. Fill out only the top of this form.
- E. Notice of Hearing Regarding Application for Change of Name
 - a. Fill out the top portion only: the Court will complete Section 2.

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:

Pima County Superior Court
110 W Congress St, 1st Floor, Room 131 A
Tucson, AZ 85701

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.

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.

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 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: NOTIFY ANY INTERESTED PARTY OR GIVE PROOF OF OTHER PARENT'S CONSENT

A judge may decide that the law requires you to notify an interested party. The minor's other parent is often an interested party that must be notified. You can comply with the notice requirement before you file to make the process go faster.

Consent: If the other biological parent knows about your application and agrees to it, you may file a notice of consent with your packet. The form to file with your packet showing the other parent consents to the name change is included in this packet. *See "Consent of Parent to Name Change of a Minor Child and Waiver of Notice."*

Providing notice if there is no consent: In most cases you must notify the other biological parent about your application to change a minor's name. Notice can be provided by giving the other parent a copy of the notice of hearing and having the other parent sign the Acceptance of Service form in this packet. You may also invite the other parent to attend the hearing.

There are many ways to provide notice depending on the circumstances of your situation. ***If you do not have the other parent's consent or do not have a completed Acceptance of Service form, you cannot attend a walk-in name change. You must attend a hearing to address the issue of notice. Please note that the judge may not be able to grant your request at the first hearing if notice is an issue.***

STEP 5: ATTEND THE HEARING

You may call into the hearing according to the instructions provided on your notice of hearing.

You may also attend the hearing in person. The Courthouse is located at 110 W. Congress, Tucson, Az. 85701

STEP 6: 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 and the judge grants your request, court staff will process the paperwork and mail you a certified copy of your order showing the judge 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 get more certified copies if you pay an additional 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 USE ONLY

SUPERIOR COURT OF ARIZONA
IN _____ COUNTY

In the matter of:

Case Number: _____

A Minor

**APPLICATION FOR CHANGE OF
NAME FOR A MINOR CHILD
(ARS § 12-601)**

STATEMENTS TO THE COURT, UNDER OATH OR AFFIRMATION

1. Information about me, the applicant (adult)

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[First, Middle, Last]

Address: _____

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

County of Residence: _____

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

2. Information about the minor for whom this name change is requested:

Name on Birth Certificate

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[First, Middle, Last]

Address: _____

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

County of Residence: _____

Relationship to Applicant: _____

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

Case Number: _____

3. I ask that the legal name be changed to:

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[First, Middle, Last]

4. I ask that the birth records be modified to reflect the name listed above.

5. I request that the legal name be changed for the following reason:

ADDITIONAL STATEMENTS

I understand that this name change does not establish paternity and will not cause a father's name to be added to a birth certificate.

This application is made solely for the best interest of the minor child named above. It will not release the person from any obligations incurred or harm any rights of property or action in any original name.

OATH OR AFFIRMATION

The contents of this document are true and correct to the best of my knowledge and belief.

Date

Signature

STATE OF _____

COUNTY OF _____

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

(notary seal)

Notarial Officer

Title

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

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

**SUPERIOR COURT OF ARIZONA
IN PIMA COUNTY**

In the Matter of: (child's current name)
_____, **a minor**

Case Number: _____

**NOTICE OF HEARING REGARDING
APPLICATION FOR CHANGE OF NAME**

Applicant (Name of person 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** _____

For Clerk's Use Only

SUPERIOR COURT OF ARIZONA
IN _____ COUNTY

In the matter of:

Case Number: _____

**ORDER CHANGING NAME OF
MINOR**

A Minor

THE COURT FINDS:

1. This case has come before this Court to change the legal name of the minor named above.
2. This Court has jurisdiction to change the legal name of the minor.
3. Good cause exists to grant the application for change of legal name.
4. It is in the best interest of the minor to change the legal name as set forth below.

THE COURT ORDERS:

1. That the legal name of the minor

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

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

Whose mother is:

--	--	--

[First, Middle, Last]

IS CHANGED FROM:

Name on Birth Certificate

--	--	--

[First, Middle, Last]

TO: New Name

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[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 ordered above.
- ☐ For a person born in a state other than Arizona, 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 ordered above.
3. This Order does **not** establish paternity or add the name of a father to a birth certificate.
4. This Order does **not** release the minor child or either parent named above from any obligations incurred or harm any rights of property or action in any original name.
5. Other orders*: _____
 *(May **NOT** be used to establish paternity or add name of a father to birth certificate.)

DONE IN OPEN COURT:

Date

Judicial Officer

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____

**SUPERIOR COURT OF ARIZONA
IN PIMA COUNTY**

In the Matter of: _____

Case Number: _____

**CONSENT OF PARENT TO NAME
CHANGE OF A MINOR CHILD
AND WAIVER OF NOTICE**

a Minor

REQUIRED INFORMATION FROM PARENT, UNDER OATH OR AFFIRMATION:

1. INFORMATION ABOUT ME:

Name: _____

Address: _____

Telephone: _____

Date of Birth (Month, Date, Year): _____

Place of Birth (City, State, Nation): _____

☐ I am the natural MOTHER or FATHER of the minor child named above.

☐ I am the adoptive MOTHER or FATHER of the minor child named above.

2. I have read the Application for Name Change and consent to changing the child's LEGAL name to:
(First, Middle, Last): _____

3. I waive notice of all further proceedings in this matter.

OATH OR AFFIRMATION

The contents of this document are true and correct to the best of my knowledge and belief.

Signature _____

Date _____

Sworn to or affirmed before me this date: _____

My Commission expires

Notary Public or Deputy Clerk.

SUPERIOR COURT OF ARIZONA
IN PIMA COUNTY

In the matter of the Petition

For a Change of Name of

(Child's current name)

Case No: _____

APPLICATION FOR NAME CHANGE
ACCEPTANCE OF SERVICE

READ CAREFULLY. By signing your name on the next page in the presence of a Notary Public or a Clerk of the Superior Court, you are stating under oath or affirmation that you have read this document and understand its contents and that you have received and accepted the documents listed.

Accepting these papers does not affect your right to disagree with them.

1. I accept service of the application for name change and have been advised of the date and time of the hearing and understand by accepting these papers; it is the same as if I were personally served under Arizona Law. [Rule 4, Arizona Rules of Civil Procedure]
2. I understand accepting service of these court papers does not affect my right to appear at the hearing and object to the application for name change.
3. I understand that if I do not appear at the hearing or file a written objection to the application, the Judge may grant the application even if I do not agree with it.

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

(Signature)

(Date)

(Printed signature)

State of _____

County of _____

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

_____.

Notary seal:

(Deputy Clerk or Notary Public)