

NAME CHANGE FOR AN ADULT



PINAL COUNTY

**TO MAKE A REQUEST FOR A CHANGE OF NAME FOR
AN ADULT WHO HAS MINOR CHILDREN**

INSTRUCTIONS AND FORMS

**Provided as a Public Service by
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Clerk of the Superior Court**

PINAL COUNTY
CLERK OF SUPERIOR COURT
SELF SERVICE CENTER

APPLICATION FOR CHANGE OF NAME
OF AN ADULT WITH MINOR CHILDREN

CHECKLIST

USE THE FORMS AND INSTRUCTIONS in this packet only if the following factors apply to your situation:

T You want to ask the court to change your name,

AND

T You are an adult 18 years or older,

AND

T You do have minor children.

NOTE: For information regarding name changes that can be obtained without going to court, or to add a name to, or change a name on a birth certificate, please contact the Arizona Department of Health Services, Bureau of Vital Records at (602) 364-1237.

READ ME: It is very important for you to know that when you sign a court document, you may be helping or hurting your court case. Before you sign any court document, or get involved with a court case, it is important that you see a lawyer to make sure you are doing the right thing.

**PINAL COUNTY
CLERK OF SUPERIOR COURT
SELF SERVICE CENTER**

**PROCEDURES: HOW TO FILE FOR A CHANGE OF NAME WITH THIS COURT
FOR AN ADULT WITH MINOR CHILDREN**

STEP 1: FILL OUT THE FORMS: Use Black Ink Only. Keep Forms Neat & Clean. Do Not Fold Forms. Do Not Use Line Paper When Including Attachments

Fill out the *“Application for Change of Name for an Adult”*, *“Civil Cover Sheet”* and the *“Notice of Hearing Regarding Application for Change of Name”* (leave date, time and location blank).

STEP 2: MAKE COPIES:

Make 2 copies of the *“Application for Change of Name for an Adult”*

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: **Who must file the *“Application for Name Change of an Adult”*?**

The adult, 18 years or older, seeking the name change, or their attorney, must file the papers.

GO TO: GO TO THE CLERK OF COURT TO FILE YOUR PAPERS: The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

FLORENCE: Clerk of Superior Court
971 Jason Lopez Circle
Building A
Florence, AZ 85132
(520) 866-5300

CASA GRANDE: Clerk of Superior Court
820 E. Cottonwood Lane
Building B
Casa Grande, AZ 85122
(520) 836-1073

MAMMOTH: Clerk of Superior Court
118 Catalina
County Complex
Mammoth, AZ 85618
(520) 487-2928

APACHE JUNCTION: Clerk of Superior Court
575 N. Idaho Road
Suite 109
Apache Junction, AZ 85119
(480) 982-4166

FEES: Please check with the Clerk’s office for the current filing fee. The fee is payable to the Clerk of the Superior Court by cash, money order, visa or mastercard or personal check with proper identification. If the filing fee is a hardship and you think a fee deferral is appropriate, ask the staff at the Customer Service Counter for an Application for Fee Deferral before you file your Petition.

Note: With the Application for Deferral, you must provide proof of income (copy of your last 2 most recent paystubs)

PAPERS: Give your original application and all copies to the Clerk along with the filing fee. **Make sure the filing clerk conforms (stamps) all of your copies and returns them to you.**

STEP 4: SCHEDULE YOUR HEARING AT THE TIME OF FILING:

After filing your application, the clerk will complete the **“Notice of Hearing Regarding Application for Change of Name”** to show the date (depending on your method of service), time, and place of your hearing. You must request copies of this form.

STEP 5: NOTIFY ANY INTERESTED PARTY:

WHO: You must notify your spouse, if you are married, about your request for name change and the scheduled hearing. If you are not married but have at least one minor child, you must also notify the other parent of your child(ren).

HOW TO NOTIFY: If you know where the person lives, you can do one of the following:

1. IF THE PERSON AGREES WITH YOUR REQUEST – Give the person a stamped copy of your application and the **“Notice of Hearing Regarding Application for Change of Name”** that shows the date, time, and place of your hearing. Then, if the person agrees with your request, have the person complete the form entitled, **“Consent of Parent to Name Change of an Adult and Waiver of Notice”** and have it notarized. That document serves as your proof of notice. Bring the signed and notarized “Consent of Parent to Name Change of an Adult and Waiver of Notice” to the hearing.

If you are married to someone other than the parent of your minor child(ren), and your spouse agrees with your request for a change of name, have your spouse complete the **“Consent of Spouse to Name Change of an Adult and Waiver of Notice”** and have it notarized. That document serves as your proof of notice. Bring the signed and notarized “Consent of Spouse to Name Change of an Adult and Waiver of Notice” to the hearing.

2. IF THE PERSON DOES NOT AGREE WITH YOUR REQUEST OR YOU ARE NOT SURE IF THE PERSON AGREES - Give the person a stamped copy of your application and the **“Notice of Hearing Regarding Application for Change of Name”** that shows the date, time, and place of your hearing. Then, have the person sign an **“Acceptance of Service”**. That notarized form serves as the proof of notice. Bring the signed and notarized **“Acceptance of Service”** to the hearing;
OR,
3. Send a copy of your application bearing the Clerk’s stamp and the **“Notice of Hearing Regarding Application for Change of Name”** showing the date, time, and place of hearing by certified mail/restricted delivery (return receipt requested). This must be done at least 30 days before the hearing. Proof of notice for this step is the card returned to you from the Post Office showing delivery. Bring the card and a completed **“Affidavit of Service by Certified Mail”** to the hearing. The person who should receive notice of the hearing must sign the return receipt.

If you do NOT know where the person lives:

A Notice of Hearing that shows the date, time, and place of your hearing must be published once in a newspaper of general circulation in Pinal County at least 14 days before the hearing. This is called notice by publication.

If notice is by publication, you must complete a notarized statement explaining in detail what efforts you made to locate the person(s). Bring that statement with you to the hearing. The Court will not accept notification by publication unless diligent efforts have been made to locate the person for whom notification is required.

STEP 6: ATTEND THE HEARING:

WHO: All adults who are requesting a name change **MUST** be present at the hearing.

BRING: **These documents are required for your hearing:**

- 2 copies of ***“Order Changing Name for an Adult”***
- Photo identification for any person(s) who requests the change of name
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5
- Divorce Decree (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- Copy of Orders of Protection and/or Injunctions Against Harassment still in effect (If applicable)
- If the person requesting the change of name is not a United States citizen, his/her passport or proof of immigration status must also be provided at time of hearing.

AFTER THE HEARING:

If the Judge grants the name change(s), the Order Changing Name will be signed and you will be directed to the Customer Service Counter to receive a conformed copy of the Order.

You may need to purchase a certified copy of the Order to complete the change of name with other state and local government agencies.

Please check with the Clerk’s office for the current fee for purchasing a “Certified Copy” of the Order Changing Name. The fee is payable to the Clerk of the Superior Court by cash, money order, visa or mastercard

Name of Person Filing Document: _____
 Your Mailing Address: _____
 Your Telephone Number: _____
 Attorney Bar Number (if applicable): _____
 Representing Self (Without Attorney) OR Attorney Petitioner Respondent

**IN THE SUPERIOR COURT OF ARIZONA
 PINAL COUNTY**

CV 2 _____

In the Matter of: _____)
 _____)
 _____)
 _____)
 _____)
 Name of Applicant

**APPLICATION FOR CHANGE OF
 NAME FOR AN ADULT [351]**

STATEMENTS TO THE COURT, UNDER OATH

1. INFORMATION ABOUT ME, THE APPLICANT

Name: _____
 Address: _____
 Date of Birth: _____
 County of Residence: _____
 Place of Birth: _____

2. I ask that my name be changed to:

3. REASON FOR THIS REQUEST FOR CHANGE OF NAME

I request that the current name of _____, be changed to _____,
 for the following reason(s):

4. ADDITIONAL STATEMENTS

A. Has the applicant listed above been convicted of a felony? Yes No
B. This application is made solely for the best interest of the person 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 AND VERIFICATION OF APPLICANT:

**STATE OF ARIZONA)
 COUNTY OF PINAL) ss.**

I, the Applicant, being duly sworn and under oath, state that I have read this Application. All the statements in the Application are true, correct, and complete to the best of my knowledge and belief.

 Applicant's Signature

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20_____.

By _____
 Deputy Clerk/Notary Public

My Commission Expires:

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

Case Number **CV 2**

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).

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

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

EMERGENCY ORDER SOUGHT: Temporary Restraining Order Provisional Remedy OSC
 Election Challenge Employer Sanction Other _____
(Specify)

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.)

TORT MOTOR VEHICLE:

- C01 Non-Death/Personal Injury
- C02 Property Damage
- C03 Wrongful Death

TORT NON-MOTOR VEHICLE:

- C13 Negligence
- C19 Product Liability - Asbestos
- C19 Product Liability - Tobacco
- C19 Product Liability - Toxic/Other
- C18 Intentional Tort
- C16 Property Damage
- C18 Legal Malpractice
- C18 Premises Liability
- C18 Slander/Libel/Defamation
- C18 Other (Specify) _____

MEDICAL MALPRACTICE:

- C21 Physician M.D. C23 Hospital
- C22 Physician D.O. C24 Other

CONTRACTS:

- C31 Account (Open or Stated)
- C32 Promissory Note
- C33 Foreclosure
- C34 Buyer - Plaintiff
- C34 Fraud
- C34 Other Contract (i.e. Breach of Contract)
- C34 Excess Proceeds - Sale
- C34 Construction Defects (Resident/Commercial)
 - C34 six to Nineteen Structures
 - C34 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)

OTHER CIVIL CASE TYPES:

- C82 Eminent Domain / Condemnation
- C42 Forcible Detainer
- C43 Change of Name
- C44 Transcript of Judgment
- C45 Foreign Judgment
- C49 Quite Title
- C52 Forfeiture – Vehicle
- C53 Forfeiture - Cash
- C54 Forfeiture - Other
- C56 Election Challenge
- C58 NCC – Employer Sanction Action (ARS §23-212)
- C64 Injunction against Workplace Harassment
- C62 Injunction against Harassment
- C54 Civil Penalty
- C56 Water Rights (Not General Stream Adjudication)
- C56 Real Property
- C56 Sexually Violent Person (ARS §36-3704)
- C56 Minor Abortion

Special Action Against Lower Courts

- C71 JP Civil Traffic
- C72 Municipal Civil Traffic
- C73 Civil Non-Traffic
- C74 Landlord - Tenant

UNCLASSIFIED CIVIL:

- C55 Administrative Review
- C60 Tax Appeal (All other tax matter must be filed in the AZ Tax Court)
- C46 Declaratory Judgment
- C48 Habeas Corpus
- C56 Landlord Tenant Dispute - Other
- C50 Restoration of Civil Rights (Federal)
- C56 Clearance of Records (ARS §13-4051)
- C56 Declaration of Factual Innocence
- C56 Declaration of Factual Improper Party Status
- C56 Vulnerable Adult (ARS §46-451)
- C56 Tribal Judgment
- C56 Structured Settlement (ARS § 12-2901)
- C56 Attorney Conservatorships (State Bar)
- C56 Unauthorized Practice of Law (State Bar)
- C56 Out-of-State Deposition Foreign Jurisdiction
- C56 Secure Attendance of Prisoner
- C56 Assurance of Discontinuance
- C56 In-State Deposition for Foreign Jurisdiction
- C56 Eminent Domain – Light Rail Only
- C56 Interpleader – Automobile Only
- C56 Delayed Birth Certificate (ARS §36-333.03)
- C56 Employment Dispute - Discrimination
- C56 Employment Dispute -Other
- C56 Other _____

(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 Document: _____
 Your Mailing Address: _____
 Your Telephone Number: _____
 Attorney Bar Number (if applicable): _____
 Representing Self (Without Attorney) OR Attorney Petitioner Respondent

**IN THE SUPERIOR COURT OF ARIZONA
 PINAL COUNTY**

In the Matter of: _____)
 _____)
 _____)
 _____)

CV 2 _____

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

Name(s) of person(s) who request(s) 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 IS GIVEN** that the Applicant has filed with the Court an Application for Change of Name. At the hearing, the Court will consider whether to grant or deny the requested name change. If you wish to be heard on this issue, you must appear at the scheduled hearing.

2. **COURT HEARING.** A court hearing has been scheduled to consider the Application as outlined below:

DATED: _____
 (Month/Day/Year)

 Applicant's Signature

THE COURT COMPLETES THE FOLLOWING SECTION

DATE: _____ **TIME:** _____

LOCATION: _____

BEFORE THE HONORABLE _____ **DIVISION** _____

