

# **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 any day of the week in person, 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 not later than 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](http://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 10 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 \_\_\_\_\_**

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: \_\_\_\_\_  
Attorney Bar Number: \_\_\_\_\_  
Representing [ ] Self or [ ] Attorney for \_\_\_\_\_

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

In the Matter of the Application of \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
Applicant )  
\_\_\_\_\_ )

Case No. \_\_\_\_\_  
APPLICATION FOR  
CHANGE OF NAME FOR AN ADULT

1. Applicant \_\_\_\_\_,  
Date of Birth \_\_\_\_\_  
is a resident of [County] \_\_\_\_\_

2. Requests a change of name for the following reason:  
\_\_\_\_\_  
\_\_\_\_\_

3. Applicant \_\_\_\_\_, has has not been convicted of a felony. This application is made solely for applicant's best interests and will not operate to release applicant from any obligations applicant has incurred or is under, or defeat or destroy any rights of property or action had in applicant's original name.

THEREFORE, applicant requests that the court enter an order that the present name of \_\_\_\_\_,  
be changed to \_\_\_\_\_.

And that the Office of Vital Records is ordered to amend the birth record to reflect the new name ordered above if requested.

Unsworn Declaration Under Penalty of Perjury  
I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant



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

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

**ARIZONA SUPERIOR COURT, PIMA COUNTY**

In the Matter of the Application of \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )  
 Applicant )  
 \_\_\_\_\_ )

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

**ORDER CHANGING NAME FOR AN ADULT**

Applicant having filed an Application for Change of Name for an Adult; the cause came on regularly to be heard this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before this Court.

The Court having read the Application and having fully considered the matter, and good cause appearing therefore,

IT IS ORDERED that the name of \_\_\_\_\_  
 (Applicant's Current Name and Date of Birth)

be changed to \_\_\_\_\_  
 (Applicant's New Name)

- 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 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 the Court, that agency is requested or ordered to amend its birth records to reflect the new name as ordered above.

DONE IN OPEN COURT this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
 Judicial Officer