

Notice of New Address, Phone Number, Or Email



These forms must not be used to engage in the unauthorized practice of law. The court is not responsible for (1) actions taken by the users of these forms or (2) their reliance upon the instructions or information provided.

GENERAL INFORMATION & Frequently Asked Questions

This packet contains general information, instructions, and court forms for you to complete and file with the court.

How do I use this packet?

This packet will give you an overview of how to properly complete and file the necessary forms to change your address with the court. While the court system may seem overwhelming and intimidating, please know that this packet is written with your needs in mind, and is intended to make this process as easy for you as possible. Be sure to read the instructions before working on the form.



Other important forms and instructions for Family Court cases can be found online at <http://www.sc.pima.gov/?tabid=119>

When do I need to file a Change of Address form?

You must file a change of address form every time you move and your address changes. It is also a good idea to file this form if your phone number or email address changes.

Why do I need to file a Change of Address form?

An updated address is necessary in order to receive court documents regarding your court proceedings. It is also important to provide the court with your most current phone number and email address for communication purposes.

This symbol is a warning. It can mean a few different things:



- The topic can be confusing and you may need to ask a lawyer for help.
- You may need to make sure that something is done.

Whenever you see this symbol, **make sure** you read the information carefully and understand it fully.

Are you the victim of domestic violence?

Important! Read this first...



Unfortunately, domestic violence may occur in any relationship, and may be directed against you personally or against your children.

You are a domestic violence victim if you or your children have experienced:

- Physical acts such as hitting, slapping, pushing, or kicking
- Threats of physical violence by phone or in person
- Abusive words and/or behavior used to control you or put you in any kind of danger
- Being followed around throughout the day or having your interactions with others monitored
- Being forbidden to leave your house, or being taken against your will and kept at any other location
- Having someone enter the house against your will, behave in a disorderly manner, and/or damage property
- Conduct that involves disobeying court orders, including interfering with your parenting time



- You **DO NOT** need to have been seen at a hospital or at a doctor's office.
- The other person **DOES NOT** need to have been convicted of domestic violence or assault.

You can get an IMMEDIATE Order of Protection to keep him or her away from you and your children by obtaining a Petition for Order of Protection from the Clerk of the Court on the first floor of the Pima County Superior Court, Room 131A. You may submit the Petition to any of the following court locations between the hours of 8:00 a.m. and 4:30 p.m.

Tucson City Court

Pima County Juvenile Court Center

Tucson City Court
103 E. Alameda St.
(520) 791-4971

Juvenile Court
2225 E. Ajo Way
(520) 724-2045

Pima County Consolidated Justice
Court 240 N. Stone Ave
(520) 724-3171

Pima Superior Court Clerk's Office
110 W. Congress, 1st floor
(520) 724-3210

To get an Order of Protection after hours or on weekends or holidays, call:

Tucson Police Department
(520) 741-4444

Pima County Sheriff's Department
(520) 351-4900

In case of emergency, call 911.



If you are in a protected location or shelter,

DO NOT put your address or phone number on the court documents!

If possible, get a P.O. Box or use another valid mailing address on these papers, and tell the Clerk of the Court about your existing Order of Protection and case number.

You can ask for a Protected Address with the ***Request for a Protected Address*** form. Both the ***Request for a Protected Address*** and ***Order for a Protected Address*** are included at the end of this packet. **When you file the Request for a Protected Address, write your new and updated address.**

You can find more information about Orders of Protection at the Clerk of Court located on the first floor of Pima County Superior Court (110 West Congress Street, Tucson Arizona 85701). They are open from 8:00 am to 5:00 pm Monday through Friday (except holidays). For more information, call (520) 724-3210.



Instructions For Completing the *Notice of New Address, Phone Number, or Email*

You may type on the forms or write on them using black ink

The Caption

The Caption is the information in the upper left hand side of the first page of each form.

- **Personal information** – Fill in your name, street address, city, state, ZIP code, and telephone number.

If you are a domestic violence victim, do not write your address on this form. Instead, write “Protected Address” and complete the *Request for Protected Address form included in this packet.* Write your new address on the *Request for Protected Address.*

- **Case No.** – Enter your Superior Court Number, as found on your current court documents.
- **Petitioner** – Enter the Petitioner’s name as found on your current court documents.
- **Respondent** – Enter the Respondent’s name, as found on your current court documents.
- **Fill in the blank with the new information that you are changing (ex: Address, Phone Number, E-mail)**

The Form

- Check Petitioner or Respondent. If you are unsure, look at your original paperwork.
- Write what has changed (your address, your phone number, your e-mail)
- Same as above. Write what has changed (your address, your phone number, your email)
- If your address has changed, write in your new address. If your address **has not** changed, leave it blank.
- If your phone number has changed, write in your new phone number. If your phone number **has not** changed, leave it blank. Only provide new phone numbers.
- If your e-mail address has changed, write in your new e-mail address. If your e-mail address **has not** changed, leave it blank.

- On the next page, write in the case number at the top right. This case number is the same number in the caption.
- Sign and date the document. Check whether you are the Petitioner or the Respondent under your signature.
- Fill in the date you mailed a copy of this notice to the other party.
- Fill in the name of the other party and check whether the other party is the Petitioner or Respondent. Then, fill in the other party's address.

OR

- Fill in the name of the other party's attorney and check whether the other party is the Petitioner or Respondent. Then, fill in the other party's attorney's address.

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

Case No. _____

and

NOTICE OF CHANGE OF

Respondent

NOTICE IS GIVEN that the Petitioner's or Respondent's _____ has changed.

The new _____ is:

New Street Address: _____

City: _____

State: _____ ZIP: _____

Country (if different than U.S.): _____

New Phone number: Home: _____

Work: _____

Cell: _____

Message: _____

New E-mail: _____@_____

CASE NO. _____

The undersigned swears or affirms that the statements set forth above are true and correct, subject to the penalties of making false affidavit or declaration.

Dated: _____

Petitioner Respondent

A copy of this notice was mailed on the _____ day of _____, 20____
to:

Name

Address

Petitioner Respondent

City: _____

State: _____ ZIP: _____

Attorney for Petitioner Respondent

City: _____

State: _____ ZIP: _____



Instructions For A *Request For Protected Address*

You may type on the forms or write on them in black ink

The Caption

The Caption is the information in the upper left hand side of the first page of each form.

- **Personal information** – Fill in your name and telephone number.
- **Case No.** – Enter your Superior Court Number, as found on your current court documents.
- **Petitioner** – Enter the Petitioner’s name, as found on the your current court documents.
- **Respondent** – Enter the Respondent’s name, as found on the your current court documents.
 - **Check either the Respondent or the Petitioner box to show who is requesting the protected address**

Check all that apply to you to show why you believe a protected address would be in the best interest for you and your children.

- I have a valid Order of Protection against a party in this case issued by the following court.
 - Write the name of the court (attach a copy if available).
- I have a valid Order of Protection against a party in this case issued by this court.
 - Write the name of the judge if issued by the Superior Court in Pima County.
- I have a valid Order of Protection against a person not involved in this case issued by the following court.
 - Write the name of the court.
- I have a valid Order of Protection against a person not involved in this case issued by the following court.
 - Write the name of the court (attach a copy if available).

- I do not have a valid Order of Protection, but want my address protected for the following reasons.
 - List the reasons (attach additional pages if necessary).

Write in the date and check if you are either the Petitioner or the Respondent and sign the document.

You will need to write your new and updated address on the second page of the form.

Name: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

Case No. _____

and

Respondent

REQUEST FOR PROTECTED ADDRESS

Petitioner **or** Respondent

I reasonably believe that physical or emotional harm may happen to me or my minor children if my address is not protected from disclosure, and I request that the court order that my address be protected from public disclosure, for the following reasons:

I have a valid Order of Protection against a party in this case issued by the following court (a copy is attached if available):

I have a valid Order of Protection against a party in this case issued by this court:

I have a valid Order of Protection against a person not involved in this case issued by the following court (a copy is attached if available):

I do not have a valid Order of Protection, but want my address protected for the following reasons:

My address is currently unknown to the other party. I have listed my address on a separate sheet of paper for court use.

I understand that I have a continuing duty to provide the clerk of the court with a current and correct mailing address where I can be served with process until one of the following events stated in Rule 7(D), Arizona Rules of Family Law Procedure, occurs.

Date

 Petitioner's **or** Respondent's Signature

[Request for Protected Address]

PERSON WHOSE ADDRESS IS PROTECTED:

_____ Petitioner **or** Respondent

ADDRESS TO BE PROTECTED: Petitioner's **or** Respondent's

Street: _____

City: _____

State, Zip Code: _____

Telephone Number: _____

Name: _____

Address: _____

City, State, ZIP: _____

Daytime Telephone No: _____

Representing Self, Without a Lawyer

ARIZONA SUPERIOR COURT, PIMA COUNTY

Petitioner

Case No. _____

and

Respondent

ORDER FOR PROTECTED ADDRESS

Petitioner **or** Respondent

Upon request of Petitioner **or** Respondent, and good cause appearing,

IT IS ORDERED that:

The address of Petitioner **or** Respondent shall be protected from public disclosure until further order of this court.

The Clerk of the Court shall protect the address of Petitioner **or** Respondent from public disclosure until further order of this court.

The Clerk and the parties hereto shall comply with the requirements of Rule 7, Arizona Rules of Family Law Procedure, as follows:

Any person required under these rules to serve a response or other document upon a person whose address is ordered protected from disclosure under this rule may serve the same response or other document by delivering true and correct copies of the documents to be served, together with the proper fee established by administrative order to cover the cost of service, to the clerk of the court. The clerk shall promptly mail the documents by regular first-class mail to the most recent protected address provided to the clerk, and service shall be deemed complete upon mailing. The clerk shall promptly file a written statement verifying the documents that were mailed and the date of mailing to the protected address signed by the clerk or deputy clerk who mailed the documents. All documents mailed to a protected address shall bear the clerk's return address, and a notation of any process returned as undeliverable shall be made in the court file.

Date

Judicial Officer



Checklist and Instructions for Filing the *Notice of New Address, Phone Number, or E-mail* And Serving the Other Parent

1. Make copies of the following completed documents:

- You will need the original document plus **two** copies of the *Notice of New Address, Phone Number, or E-mail*.
- You will need the original document plus **one** copy of the following documents:
 - Request and Order for Protected Address (if applicable)

2. Separate the documents into 3 sets.

- **Set 1** (Original Documents) goes to the **Clerk of the Court**
 - *Notice of New Address, Phone Number, or E-mail*
 - Request for Protected Address (if applicable)
- **Set 2** will go to **the other parent**
 - *Notice of New Address, Phone Number, or E-mail*
- **Set 3** is **your set** of copies

3. Same as **Set 1**

4. File the papers at the court.

- Take your packet to the **Clerk of the Superior Court**
 - First Floor*
 - Superior Court Building*
 - 110 West Congress*
 - Tucson, AZ 85701*
 - Open 8 am to 5 pm, Monday through Friday (except legal holidays)*
- Arrive at the court at least one hour before it closes.
 - There is a filing fee for all Petitions and there are Service Fees. You may request a Deferral or Waiver of the filing fees at the time you file your papers with the Clerk of the Court, if you qualify. You must get a waiver or deferral approved **BEFORE** you can file or serve the Petition. See Packet #12, *Deferral or Waiver of Fees or Costs* for more information.
- **MAKE SURE YOU LEAVE WITH:**
 - Your set of copies
 - The other parent's copy