

LAW LIBRARY RESOURCE CENTER

**PROCEDURES: HOW TO FILE FOR A COURT ORDER TO
CORRECT MARRIAGE LICENSE**

FOR ALL FORMS: TYPE OR WRITE CLEARLY. USE BLACK INK.

WARNING! These are NOT the proper papers to request a legal name change. This packet will **ONLY** serve to request correction of errors that appear on a marriage license issued in Maricopa County.

STEP 1: Fill out the “**Application to Correct Marriage License**” and make 2 copies.

STEP 2: Fill out the top portion of page 1 of the “**Civil Cover Sheet**”. Write in your name as “Plaintiff”. On page 2, check box **195(a)** for “**Amend Marriage License**”.

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: Who may file the “Application to Correct Marriage License”?

The person who seeks this change, or his or her attorney.

WHERE: GO TO THE CLERK OF SUPERIOR COURT TO FILE YOUR PAPERS:

The Court is open from 8:00 a.m. – 5:00 p.m., Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following locations:

The Clerk of the Superior Court
Central Court Building
201 West Jefferson, 1st floor
Phoenix, Arizona 85003

The Clerk of the Superior Court
Southeast Court Facility *
222 East Javelina Avenue, 1st floor
Mesa, Arizona 85210

* You can only file your papers at this location. Your hearing will be held in the downtown location.

The Clerk of the Superior Court
Northwest Court Facility *
14264 West Tierra Buena Lane
Surprise, Arizona 85374

The Clerk of the Superior Court
Northeast Regional Court Center *
18380 North 40th Street
Phoenix, AZ 85032

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FEES: A list of current fees is available from the Law Library Resource Center website or from the Clerk of Court’s website.

If you cannot afford the filing fee and/or the fee for having the papers served by the Sheriff or by publication, you may request a deferral (payment plan) when you file your papers with the Clerk of the Court. Deferral Applications are available at no charge from the Law Library Resource Center.

PAPERS: Hand all three (3) sets of your court papers to the Clerk along with the filing fee.

Make sure the filing clerk stamps both of your copies and returns them to you.

STEP 4: SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:

At least **four** business days after you filed your Application to Correct Marriage License, contact Court Administration to obtain the Commissioner's Name and the date, time, and place of your hearing by calling **602-506-3397** *between the hours of 9:00 a.m. - 12:00 noon or 1:00 – 4:00 p.m., Monday through Friday.*

STEP 5: ATTEND THE HEARING

- The person whose information is to be corrected on the marriage license **must** be present at the hearing.
- If the information to be corrected is the date of the marriage, the person filing the Application for Correction **must** attend.
- **Both** spouses must attend *unless the other spouse is incapable of attending.*

BRING THESE DOCUMENTS TO YOUR HEARING:

- **2** copies of “**Order Correcting Marriage License**” for the Judge to sign. One copy will go in the Court file and the other will be prepared for certification and returned to you (There is a fee for each certified copy).
- **Certified Copy of marriage license** issued by the Clerk of Superior Court.
- **Government issued photo identification** for any person(s) who are requesting their information be changed on the marriage license.
- Copy of the **birth certificate of person(s) requesting his or her information be changed** on the marriage license.
- ***If the other spouse is deceased, a copy of the death certificate.***
- Prior Name Change orders (if applicable).

NOTE

Make a copy of any documents you submit to the Court and keep those copies for your records.

*** To get a *certified copy of your court order*** you will need to present your Judge-signed copy along with payment to the Filing Counter within **48** hours. If you need additional copies after that time, you will need to go to the Court's Customer Service Center at 601 W. Jackson Street in Phoenix.