

Instructions to update address and/or name information with the court

Important: The Clerk of Superior Court must have your most current mailing address. Pursuant to A.R.S. § 25-322 a change of address must be submitted in writing within 10 days of the address change. This is particularly important if you are to receive support payments, restitution payments, and/or are representing yourself.

Notice

Do not use the Update Information form (GN91f) of this packet to update contact information of a fiduciary or ward in a guardianship, conservatorship or formal/informal probate case. Instead, use the Notice of Change of Fiduciary's Contact Information form or Notice of Change of Ward's Contact Information form.

Instructions:

Typing or printing in large clear letters, using black ink, fill out the form and file it with the Court. You can file this form with the Clerk of Superior Court in one of the following ways:

- Email or Fax the Update Information on Address and/or Name form to the Clerk of Superior Court:
 - For Child Support and/or Spousal Maintenance, email FSSResearch@maricopa.gov or fax to 602-506-1937;
 - For Restitution, email; CFOResponse@mail.maricopa.gov
 - For all other updates, email COCDistribution-AddressChangeForms@maricopa.gov or fax to Distribution at 602-506-6690.

OR

- Take the original and one copy of the Update Information on Address and/or Name form to the Clerk of Superior Court filing counter at any of these Courthouse locations:

Phoenix
Clerk of Superior Court
201 W. Jefferson
Phoenix, AZ 85003

OR

North Phoenix
Clerk of Superior Court
18380 N. 40th St.
Phoenix, AZ 85032

Mesa
Clerk of Superior Court
222 E. Javelina Avenue
Mesa, AZ 85210

OR

Surprise
Clerk of Superior Court
14264 W. Tierra Buena Lane
Surprise, AZ 85374

OR

- Mail a copy of the Update Information on Address and/or Name form to the Clerk of Superior Court to any of the addresses listed above. (You may want to make a copy of the form for your records).