

NAME CHANGE

For A

MINOR

1

To Request a Name Change

**Completing and Filing
the Court Papers**

Self-Service Center

**APPLICATION FOR CHANGE OF NAME
OF A MINOR CHILD**

CHECKLIST

You may use this packet if the following factors apply to your situation:

- ✓ You want to ask the Court to change the name of a person under 18 years of age who resides in the county where you are filing this request, AND
- ✓ You are that child's parent or guardian.

DO **NOT** USE THESE FORMS TO:

- ✗ ESTABLISH PATERNITY
- ✗ ADD A FATHER'S NAME TO A BIRTH CERTIFICATE

NOTE: For information about name changes that can be obtained without going to court, such as to change a child's name within one year of birth, or to add a child's name to his or her birth record within five years of birth, visit the web site of the Arizona Office of Vital Records.

The State Vital Records Office at 1818 W. Adams, Phoenix, AZ 85007, is only available for mail-in service. Vital Records general telephone number is 602-364-1300. Please call for another walk-in location. A fee is required for a change to any birth certificate.

READ ME: Consulting a lawyer before filing documents with the court may help prevent unexpected results. A list of lawyers you may hire to advise you on handling your own case or to perform specific tasks, as well as a list of court-approved mediators can be found on the Self-Service Center website.

SELF-SERVICE CENTER

PROCEDURES: HOW TO FILE FOR A NAME CHANGE WITH THIS COURT FOR A MINOR

STEP 1: Fill out the *“Application for Change of Name for a Minor”* and make **2** copies.

STEP 2: Fill out the *“Civil Cover Sheet”* and check box **152** for “Change of Name” on page 2.

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: **Who must file the Application for Name Change of a Minor Child?**
The Parent or Guardian of that child, or the attorney of the parent or guardian.

GO TO: **GO TO THE CLERK OF COURT TO FILE YOUR PAPERS:** 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.**
You may file your court papers at the following Superior Court locations:

GRAHAM COUNTY SUPERIOR COURT
800 WEST MAIN STREET
SAFFORD, ARIZONA 85546

FEES: A list of current fees is available from the Self Service Center and 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 Self-Service Center.

PAPERS: Give **1** Civil Cover Sheet and **1** original plus **2** copies of the “Application” 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 for Change of Name, contact Court Administration to obtain the Commissioner's Name and the date, time and place of your hearing by calling the telephone number listed below *between the hours of 9 a.m. - 12 noon or 1-4 p.m., Monday through Friday*:

If you filed the Application for Name Change at:

**GRAHAM COUNTY SUPERIOR COURT
800 WEST MAIN STREET
SAFFORD, ARIZONA 85546**

call 928-428-3100

You **must** then complete the **"Notice of Hearing Regarding Application for Change of Name"** form with the information received from Court Administration. The completed **"Notice of Hearing Regarding Application for Change of Name"** form must be filed with the Clerk of the Court at one of the Clerk locations listed in Step 3.

STEP 5: NOTIFY ANY INTERESTED PARTY

WHO: You must notify the other parent of the minor child (or both parents if you are the child's guardian) about your request for name change and the scheduled hearing. If the minor child is 14 years or older, he/she must sign a notarized consent to the name change request, or attend the hearing.

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

1. IF THE PARENT AGREES WITH YOUR REQUEST - Give him/her 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 parent complete the form entitled, **"Consent of Parent to Name Change of a Minor Child 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 a Minor Child and Waiver of Notice" to the hearing.
2. IF THE PARENT DOES NOT AGREE WITH YOUR REQUEST - Give him/her 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 form is available through the Self-Service Center). That notarized form serves as the proof of notice. Bring the signed and notarized **"Acceptance of Service"** to the hearing; **OR,**

3. Send a clerk-stamped copy of your application 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.

4. **IF YOU DO NOT KNOW WHERE A PARENT LIVES: NOTICE BY PUBLICATION**

IF LAST KNOWN ADDRESS IN GRAHAM COUNTY OR STATE OTHER THAN ARIZONA:

A Notice of Hearing (a legal notice classified advertisement) that shows the date, time, and place of your hearing must be published in a newspaper of general circulation in Graham County at least once a week for four (4) consecutive weeks before the hearing.

IF LAST KNOWN ADDRESS IN ARIZONA COUNTY OTHER THAN GRAHAM COUNTY:

A Notice of Hearing (a legal notice classified advertisement) that shows the date, time, and place of your hearing must be published in a newspaper of general circulation in Graham County **and** in the Arizona county of last known address at least once a week for four (4) consecutive weeks before the hearing.

AFTER publication has been completed, you must obtain and file an **“Affidavit of Publication”** from the newspaper indicating publication was completed.

In addition to the Affidavit from the newspaper, you also must complete an **“Declaration Supporting Publication”**, 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.** For more information regarding service by publication, please see the Self-Service Center packet on **“Service of Court Papers When You Cannot Find the Other Party”**.

STEP 6: ATTEND THE HEARING

WHO: The adult who is requesting the name change for the minor child **MUST** be present at the hearing. In addition, if the request is for a minor who is 14 years or older, that child must either be present at the hearing or you may provide a notarized statement from the child consenting to the name change.

BRING THESE DOCUMENTS TO THE HEARING:

- **2** copies of **“Order Changing Name for a Minor”** 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. .
- Photo identification for the person who filed the request for the change of name
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5.

- Notarized consent from the other parent or proof that the other parent was served with notice of the Application and the hearing date, time, and place, **OR** Order terminating parental rights of the other parent (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- **A copy** (preferably a "Certified" copy) **of the child(ren)'s official, government-issued birth certificate. A HOSPITAL BIRTH CERTIFICATE IS NOT SUFFICIENT.**
- Adoption decree (If applicable)
- Proof of Guardianship (If applicable)
- If the person requesting the change of name, or the child, is not a United States citizen, a passport or proof of immigration status must also be provided at time of hearing.

- ◆ **If you are asking to *change a child's birth record*, you **MUST** also bring a copy of the child's government-issued birth certificate.**
- ◆ **The Court will not change a birth certificate without first seeing a copy.**
- ◆ **Hospital-issued birth certificates are largely ceremonial and generally will not satisfy Court requirements.**
- ◆ **The Court is looking for government-issued birth certificates.**

Always make sure that you make a copy of any documents you submit to the Court, and keep those copies for your records.

NOTE: If the Court has ordered that the name on your Arizona birth records be changed, you will need to provide the "Office of Vital Records" with a Certified Copy of the Order. You may purchase a new birth certificate at the Office of Vital Records for a fee. *

***To get a certified copy of your court order** you will need to present your Judge-signed copy 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.

The State Vital Records Office at 1818 W. Adams, Phoenix, AZ. 85007, is only available for mail-in service. Vital Records general telephone number is 602-364-1300. Please call for another walk-in location. A fee is required for a change to any birth certificate.

**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 _____

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)

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 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.)

THIS CASE IS ELIGIBLE FOR THE COMMERCIAL COURT UNDER RULE 8.1. Rule 8.1 defines a commercial case and establishes eligibility criteria for the commercial court. Generally, a commercial case primarily involves issues arising from a business contract or business transaction. However, consumer transactions are not eligible. A consumer transaction is one that is primarily for personal, family or household purposes. **Please review Rule 8.1 for a complete list of the criteria.** See <http://www.superiorcourt.maricopa.gov/commercial-court/>. You must check this box if this is an eligible commercial case. **In addition, mark the appropriate box below in the "Nature of Action" case category.** The words "commercial court assignment requested" must appear in the caption of the original complaint.

NATURE OF ACTION

(Place an "X" next to the **one** case category that most accurately describes your primary case.)

100 TORT MOTOR VEHICLE:

- 101 Non-Death/Personal Injury
- 102 Property Damage
- 103 Wrongful Death

- 114 Property Damage
- 115 Legal Malpractice
- 115 Malpractice – Other professional
- 117 Premises Liability
- 118 Slander/Libel/Defamation
- 116 Other (Specify) _____

110 TORT NON-MOTOR VEHICLE:

- 111 Negligence
- 112 Product Liability – Asbestos
- 112 Product Liability – Tobacco
- 112 Product Liability – Toxic/Other
- 113 Intentional Tort

120 MEDICAL MALPRACTICE:

- 121 Physician M.D. 123 Hospital
- 122 Physician D.O. 124 Other

130 CONTRACTS:

- 131 Account (Open or Stated)
- 132 Promissory Note
- 133 Foreclosure
- 138 Buyer-Plaintiff
- 139 Fraud
- 134 Other Contract (i.e. Breach of Contract)
- 135 Excess Proceeds-Sale
- Construction Defects (Residential/Commercial)
 - 136 Six to Nineteen Structures
 - 137 Twenty or More Structures

150-199 OTHER CIVIL CASE TYPES:

- 156 Eminent Domain/Condemnation
- 151 Eviction Actions (Forcible and Special Detainers)
- 152 Change of Name
- 153 Transcript of Judgment
- 154 Foreign Judgment
- 158 Quiet Title
- 160 Forfeiture
- 175 Election Challenge
- 179 NCC-Employer Sanction Action
(A.R.S. §23-212)
- 180 Injunction against Workplace Harassment
- 181 Injunction against Harassment
- 182 Civil Penalty
- 186 Water Rights (Not General Stream Adjudication)
- 187 Real Property
- Sexually Violent Person (A.R.S. §36-3704)
(Except Maricopa County)
- Special Action against Lower Courts
(See lower court appeal cover sheet in Maricopa)

- 194 Immigration Enforcement Challenge
(§§1-501, 1-502, 11-1051)

150-199 UNCLASSIFIED CIVIL:

- Administrative Review
(See lower court appeal cover sheet in Maricopa)
- 150 Tax Appeal
(All other tax matters must be filed in the AZ Tax Court)
- 155 Declaratory Judgment
- 157 Habeas Corpus
- 184 Landlord Tenant Dispute- Other
- 190 Declaration of Factual Innocence
(A.R.S. §12-771)
- 191 Declaration of Factual Improper Party Status
- 193 Vulnerable Adult (A.R.S. §46-451)
- 165 Tribal Judgment
- 167 Structured Settlement (A.R.S. §12-2901)
- 169 Attorney Conservatorships (State Bar)
- 170 Unauthorized Practice of Law (State Bar)
- 171 Out-of-State Deposition for Foreign Jurisdiction
- 172 Secure Attendance of Prisoner
- 173 Assurance of Discontinuance
- 174 In-State Deposition for Foreign Jurisdiction
- 176 Eminent Domain– Light Rail Only
- 177 Interpleader– Automobile Only
- 178 Delayed Birth Certificate (A.R.S. §36-333.03)
- 183 Employment Dispute- Discrimination
- 185 Employment Dispute-Other
- 195(a) Amendment of Marriage License
- 195(b) Amendment of Birth Certificate
- 163 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)

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERK USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

Case Number: _____

In the Matter of:

APPLICATION FOR CHANGE OF NAME FOR A MINOR CHILD (ARS 12-601)

A Minor

STATEMENTS TO THE COURT, UNDER OATH OR AFFIRMATION

1. INFORMATION ABOUT ME, THE APPLICANT

(First)	(Middle)	(Last)

Applicant's Address is Listed Above. County of Residence: _____

Date of Birth: _____ Place of Birth: _____
(Month / Day / Year) (City, State, Nation)

2. INFORMATION ABOUT THE MINOR FOR WHOM THIS NAME CHANGE IS REQUESTED:

Name as it appears on the Birth Certificate:

(First)	(Middle)	(Last)

Address Same as Applicant, or: _____

Relation to Applicant: _____ County of Residence: _____

Date of Birth: _____ Place of Birth: _____
(Month / Day / Year) (City, State, Nation)

New Name Requested:

(First)	(Middle)	(Last)

3. I ASK THAT THE BIRTH RECORDS BE CHANGED TO REFLECT THE NEW NAME LISTED ABOVE.

4. I REQUEST THAT THE NAME BE CHANGED FOR THE FOLLOWING REASONS:

ADDITIONAL STATEMENTS

I understand that this name change does not establish paternity and will not cause a father's name to be added to a birth certificate.

This application is made solely for the best interest of the minor child named above. It will not release the person from any obligations incurred or harm any rights of property or action in any original name.

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date

Petitioner's Signature

Printed Name

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN GRAHAM 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:

DATE: _____ TIME: _____

BEFORE:

Judge _____
800 W. Main Street
Safford, AZ 85546

DATED: _____
(Month/Day/Year)

Applicant's Signature

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____

FOR CLERK USE ONLY

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

In the Matter of:

Case Number: _____

CONSENT OF PARENT TO NAME CHANGE OF A MINOR CHILD AND WAIVER OF NOTICE

a Minor

REQUIRED INFORMATION FROM PARENT, UNDER OATH OR AFFIRMATION:

1. INFORMATION ABOUT ME:

Name: _____

Address: _____

Telephone: _____

Date of Birth: _____
Month Date Year

Place of Birth: _____
City State Nation

I am the natural MOTHER or FATHER of the minor child named above.

I am the adoptive MOTHER or FATHER of the minor child named above.

2. I have read the Application for Name Change and consent to changing the child's LEGAL name to:

First	Middle	Last

3. I waive notice of all further proceedings in this matter.

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date

(Non-Petitioning) Parent's Signature

Printed Name

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

Person Filing: _____

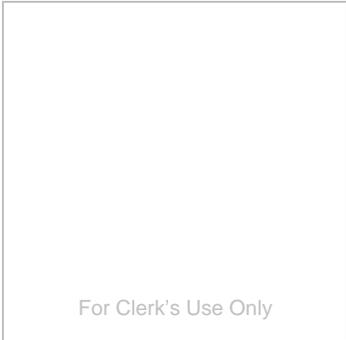
Address (if not protected): _____

City, State, Zip Code: _____

Telephone: _____

Email Address: _____

Lawyer's Bar Number: _____



For Clerk's Use Only

Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

In the Matter of:

Case Number: _____

A Minor

CONSENT OF MINOR TO NAME CHANGE (If minor is 14 or older)

REQUIRED INFORMATION FROM MINOR, UNDER OATH OR AFFIRMATION

1. INFORMATION ABOUT ME:

Name on Birth Certificate:

First	Middle	Last

Address: _____

Telephone: _____

Date of Birth (Month / Day / Year): _____
Month
Date
Year

Place of Birth (City, State, Nation): _____
City
State
Nation

I am the minor who is the subject of this name change request.

I am at least 14 years of age.

2. I have read the Application for Name Change and consent to changing my legal name to:

First	Middle	Last

3. I waive notice of all further proceedings in this matter.

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date

Minor's Signature (If 14 or older)

Printed Name

STATE OF _____

COUNTY OF _____

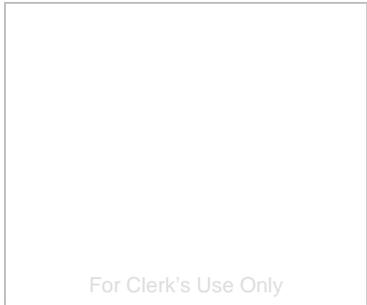
Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

Person Filing: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Lawyer's Bar Number: _____



Representing Self, without a Lawyer or Attorney for Petitioner OR Respondent

SUPERIOR COURT OF ARIZONA IN GRAHAM COUNTY

Name of Applicant

Case Number: _____

AFFIDAVIT OF SERVICE BY CERTIFIED MAIL

1. I am familiar with the facts stated in this Affidavit, and I make this Affidavit to show that I have served copies of the **“Application for Change of Name”** and the **“Notice of Hearing Regarding Application for Change of Name”** on the person named below by certified mail/restricted delivery, return receipt requested.

Person served (name of other party): _____

Address where other party was served: _____

Date of receipt by the other party: _____

2. The Application and Notice listed above were received by the other party as shown by the receipt, the original of which is attached to this Affidavit on a separate piece of paper.

UNDER OATH OR BY AFFIRMATION

I swear or affirm under penalty of perjury that the contents of this document are true and correct to the best of my knowledge and belief.

Date

Petitioner's Signature

STATE OF _____

COUNTY OF _____

Subscribed and sworn to or affirmed before me this: _____ by
(date)

_____.

(notary seal)

Deputy Clerk or Notary Public

