

# NAME CHANGE

## YOU CAN USE THIS PACKET IF ALL THIS IS TRUE:

- You want to legally change your name and/or the name of your child under age 18.
- Each person whose name you want to change lives in Coconino County.
- You are at least 18.
- If you want to change your child's name:
  - Both parents are at least 18.
  - Either 1) both parents will sign or 2) paternity has not been legally established.

Paternity has been legally established if:

- A court order names Father as the children's father.

OR

- Mother and Father signed an Acknowledgment of Paternity through the hospital paternity program or other means provided by law after July 18, 1996, and a birth certificate listing Father as the father was issued as a result.

Before signing a court document or getting involved with a court case, it's important to see an attorney to make sure you understand your legal rights and responsibilities. The Self-Help Center has information on finding an attorney.

# INSTRUCTIONS

<b>1.</b>	<p><b>Fill out the Civil Cover Sheet</b></p> <p>It's in this packet.</p> <p>It's a 2-page form. Only fill in the blanks in the grey-shaded box toward the top of page 1. Leave the rest blank.</p> <p>You are the "plaintiff".</p> <p>If you're changing a child's name, also list the name and address of each child and the other parent as additional plaintiffs.</p>												
<b>2.</b>	<p><b>Fill out the Petition and the Order</b></p> <p>They're in this packet.</p>												
<b>3.</b>	<p><b>What if the birth certificate says "No Name"?</b></p> <p>If you're trying to change a birth certificate from "No Name Yazzie" to "Lloyd Samuel Yazzie", for example, fill out the box on the forms like this:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">First</th> <th style="width: 20%;">Middle</th> <th style="width: 30%;">Last</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Name Currently on Birth Certificate:</td> <td><i>No Name</i></td> <td></td> <td><i>Yazzie</i></td> </tr> <tr> <td style="text-align: left;">New Name on Birth Certificate:</td> <td><i>Lloyd</i></td> <td><i>Samuel</i></td> <td><i>Yazzie</i></td> </tr> </tbody> </table>		First	Middle	Last	Name Currently on Birth Certificate:	<i>No Name</i>		<i>Yazzie</i>	New Name on Birth Certificate:	<i>Lloyd</i>	<i>Samuel</i>	<i>Yazzie</i>
	First	Middle	Last										
Name Currently on Birth Certificate:	<i>No Name</i>		<i>Yazzie</i>										
New Name on Birth Certificate:	<i>Lloyd</i>	<i>Samuel</i>	<i>Yazzie</i>										

<p><b>4.</b></p>	<p><b>File all the forms with court</b></p> <p>File the original and one copy, all single-sided. The Clerk will give you back your copy with the filing date stamped on it for your records.</p> <p>Also include the \$303 filing fee. The Clerk accepts cash, money orders, and cashier’s checks payable to “Clerk of Superior Court”. If you need help with the fee, see the Self-Help Center packet <i>Getting Help With a Filing Fee</i>.</p> <p>File in person or by mail.</p> <p>Clerk of Superior Court 200 N. San Francisco St. Flagstaff, AZ 86001</p> <p>If you file by mail, include a self-addressed stamped envelope.</p>
<p><b>5.</b></p>	<p><b>The court will mail you the signed Order</b></p>
<p><b>6.</b></p>	<p><b>Get a “certified copy” of the Order</b></p> <p>This is a special kind of copy you can buy from the Clerk of Court.</p> <p>Some agencies will require a certified copy to change your name, like on your driver’s license or social security card.</p>

In the Superior Court of the State of Arizona  
In and For the County of Coconino

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Defendant's Name(s): *(List all)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(List additional plaintiffs or defendants on page two and/or attach a separate sheet)*

**NATURE OF ACTION**

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

**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
- 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 (i.e. Breach of Contract)
- Excess Proceeds-Sale
- Construction Defects (Residential/Commercial)
  - Six to Nineteen Structures
  - Twenty or More Structures

**OTHER CIVIL CASE TYPES:**

- Eminent Domain/Condemnation
- Forcible Detainer
- 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
- Sexually Violent Person (A.R.S. §36-3704)
- Minor Abortion
- Special Action Against Lower Courts
- Immigration Enforcement Challenge (§§1-501, 1-502, 11-1051)

**UNCLASSIFIED CIVIL:**

- Administrative Review
- Tax Appeal  
(All other tax matters must be filed in the AZ Tax Court)
- Declaratory Judgment
- Habeas Corpus
- Landlord Tenant Dispute- Other
- Restoration of Civil Rights (Federal)
- Clearance of Records (A.R.S. §13-4051)
- 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
- Other (*Specify*) \_\_\_\_\_

**RULE 26.2 DISCOVERY TIER OR AMOUNT PLEADED:**

(State the amount in controversy pleaded or place an "X" next to the discovery tier to which the pleadings allege the case would belong under Rule 26.2.)

- Amount Pleaded \$ \_\_\_\_\_       Tier 1       Tier 2       Tier 3

**EMERGENCY ORDER SOUGHT:**

- Temporary Restraining Order     Provisional Remedy     OSC     Election Challenge     Employer Sanction  
 Other (*specify*) \_\_\_\_\_

Additional Plaintiff(s)

---



---



---

Additional Defendant(s)

---



---



---

**How to Fill This Out:** *This form lets you change a legal name, or a name on a birth certificate, or both. It lets you change your name, or your child's name, or both. Checkmark the boxes and fill in the blanks that apply to what you want.*

My Current Legal Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Representing Myself \_\_\_\_\_

COCONINO COUNTY SUPERIOR COURT

In the Matter of the Petition of:  
*(enter the Current Legal Name of each person  
whose name you're changing)*

Case Number *(leave blank)*: \_\_\_\_\_

**PETITION FOR NAME CHANGE**

**FOR AN ADULT**  
 **FOR A MINOR**

\_\_\_\_\_

If my Mailing Address listed above is not in Coconino County, my physical address in Coconino County is: \_\_\_\_\_

Each person whose name I'm asking to change is a resident of Coconino County. I'm asking for name changes only for each person's best interest. I understand a name change won't change any rights or obligations under the original name. If I'm asking to change a child's name, the child is my natural or adopted child, and either the other parent is signing this form or paternity has not been legally established. I want these name changes because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Fill out this section if you're asking to change your name:*

Yes  No: I have been convicted of a felony.

I'm currently facing felony charges for: \_\_\_\_\_

I'm not asking for this name change to commit or help commit a crime.

Yes  No: I've changed my name before.

MY NAME WAS: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

MY NAME WAS: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

**CHANGE THESE NAMES:**

**My Name:**

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Change my legal name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the name on my birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**My Child's Name:**

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Change my child's legal name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the name on my child's birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**My Child's Name:**

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Change my child's legal name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the name on my child's birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**My Child's Name:**

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Change my child's legal name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			



[ ] Change the name on my child's birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**OATH AND VERIFICATION:**

This document is true and complete to the best of my knowledge.

**My Signature:** \_\_\_\_\_

State of Arizona )

)

County of \_\_\_\_\_ )

Subscribed and sworn before me this date: \_\_\_\_\_ by: \_\_\_\_\_

Seal: Notary Public: \_\_\_\_\_

Notary Expiration Date: \_\_\_\_\_

I have read this document. It is true and complete to the best of my knowledge.

**Other Parent's Signature:** \_\_\_\_\_

Other Parent's Printed Name: \_\_\_\_\_

State of Arizona )

)

County of \_\_\_\_\_ )

Subscribed and sworn before me this date: \_\_\_\_\_ by: \_\_\_\_\_

Seal: Notary Public: \_\_\_\_\_

Notary Expiration Date: \_\_\_\_\_

My Current Legal Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Representing Myself \_\_\_\_\_

COCONINO COUNTY SUPERIOR COURT

In the Matter of the Petition of:  
*(enter the Current Legal Name of each person  
 whose name you're changing)*

Case Number *(leave blank)*: \_\_\_\_\_

**ORDER CHANGING NAME**

- FOR AN ADULT**  
 **FOR A MINOR**

\_\_\_\_\_

The Court Finds: Each person whose name change is requested is a resident of Coconino County. If a name change is requested for a minor, the minor's natural or adopted parents agree to the name change or paternity has not been legally established. Good cause exists to grant the request.

The Court Orders: This order does not end any rights or obligations under the original name. For each birth certificate name change ordered, for Arizona birth certificates, the Department of Vital Records shall issue a new birth certificate with the new name.

**Petitioner's Name:**

Birthdate: \_\_\_\_\_

Change the Petitioner's Legal Name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the Name on the Petitioner's Birth Certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**Petitioner's Child's Name:**

Birthdate: \_\_\_\_\_

Change this child's Legal Name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the name on this child's birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**Petitioner's Child's Name:**

Birthdate: \_\_\_\_\_

Change this child's Legal Name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the name on this child's birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

**Petitioner's Child's Name:**

Birthdate: \_\_\_\_\_

Change this child's Legal Name:

	First	Middle	Last
Current Legal Name:			
New Legal Name:			

Change the name on this child's birth certificate:

	First	Middle	Last
Name Currently on Birth Certificate:			
New Name on Birth Certificate:			

Date: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_