**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) 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**:**

* Type or print in LARGE, CLEAR LETTERS USING BLACK INK.
* Fill out the form.
* TAKE OR MAIL the original and one copy of the Update Information on Address and/or Name form to the Clerk of the Superior Court.
* To find your local Clerk of the Superior Court location go to <https://www.azcourts.gov/selfservicecenter/Superior-Court-Clerks-of-the-Court>.
* You may want to make a copy of the form for your records.