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Scottsdale City Court • 3700 N 75th Street Scottsdale, AZ 85251 • (480) 312-2442

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Fax: (480) 312-2764 • [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov) • [www.ScottsdaleAZ.gov/Court](http://www.ScottsdaleAZ.gov/Court)  
ORI: AZ007111J • Maricopa County, Arizona

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### **Change of Address/Name/Phone form**

This form is used to notify the Court of an update to your address, name, and/or phone number. If changing your name, proper documentation must be submitted. Government issued ID is required for all address updates. Please allow 2-3 business days for processing.

### **Instructions for filing Change of Address/Name/Phone form**

- 1) Complete all necessary information on the form.
- 2) Save the form and file it with the Court.

#### **If filing by email:**

Attach the completed form and send to [court@scottsdaleaz.gov](mailto:court@scottsdaleaz.gov).

Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

#### **If filing by fax:**

Fax the completed form to Scottsdale City Court at (480) 312-2764.

#### **If filing by mail:**

Mail the completed form to Scottsdale City Court, 3700 North 75<sup>th</sup> Street, Scottsdale, Arizona 85251.

#### **If filing in person:**

Bring the completed form to the Court, take a number in the lobby and wait for a Clerk to assist you or you may place your filing in the drop box.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



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	Case#: _____ Complaint #: _____	
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**Change of Address / Name / Phone**

*(Cambio de Domicilio / Nombre / Teléfono)*

**Name:** \_\_\_\_\_  
*(Nombre)*

**Address:** \_\_\_\_\_ **Apt#:** \_\_\_\_\_  
*(Dirección) (# de Departamento)*

**City:** \_\_\_\_\_  
*(Ciudad)*

**State:** \_\_\_\_\_  
*(Estado)*

**Zip:** \_\_\_\_\_  
*(Código Postal)*

**Home Phone No:(\_\_\_\_\_)** \_\_\_\_\_  
*(Número de Teléfono de Casa)*

**Alternative Phone or Cell Phone No:(\_\_\_\_\_)** \_\_\_\_\_  
*(Número de Teléfono Alternativo o Celular)*

**Email:** \_\_\_\_\_  
*(Correo Electrónico)*

**By providing your phone number you are granting permission to receive texts and other communication regarding court dates, pending payments and other relevant information about your case. Normal text and SMS rates may apply. Please contact the court in which your case is filed should you desire to opt out of this service.**

*Al proporcionar su número de teléfono, usted consiente a recibir mensajes de texto y otra correspondencia con respecto a las audiencias, pagos pendientes y otra información de su caso. Puede que se apliquen tarifas de mensajería por mensajes de texto estándar y SMS. Si desea optar por no participar en este servicio, comuníquese con el tribunal en el cual se conoce su caso.*