

# **AMEND/CORRECT MARRIAGE LICENSE**

# **1**

**To Request a Court Order to Correct an  
Error on a Marriage License issued  
in Gila County**

**FORMS and INSTRUCTIONS**

**SELF-SERVICE CENTER**  
**APPLICATION FOR COURT ORDER**  
**TO CORRECT A MARRIAGE LICENSE**

**CHECKLIST**

***You may use these forms if . . .***

- ✓ You were married in Gila County within the State of Arizona, and there is an error on your marriage license.
- ✓ You want the Court to issue an Order to correct that error.
- ✓ You are able to present evidence supporting what you say is the correct information, AND
- ✓ You understand that if the evidence you have presented with this Application or that you bring to court with you is not enough to satisfy the Court:
  - You may be ordered to return to court with more/other supporting information, OR
  - Your case may be dismissed and you will not receive a refund of any court fees.

**X YOU MAY NOT USE THIS PACKET TO:**

***X REQUEST A LEGAL NAME CHANGE,\* OR***

***X CHANGE THE IDENTITY OF EITHER THE BRIDE OR GROOM \****

\* There are separate packets available from the Self-Service Center to request a change of name.

**READ ME:** Consulting a lawyer before filing documents with the court may help prevent unexpected results.

## SELF-SERVICE CENTER

### APPLICATION FOR COURT ORDER TO CORRECT A MARRIAGE LICENSE

This packet contains court forms and instructions to file a petition for a Court Order to amend a Gila County marriage license. Items in **BOLD** are forms that you will need to file with the Court. Non-bold items are instructions or procedures. Do **not** copy or file those pages!

Order	File Number	Title	# Pages
1	CVAML1k	Checklist: "You may use these forms if . .	1
2	CVAML1t	Table of Contents (this page)	1
3	CV10f	<b>"Civil Cover Sheet"</b>	2
4	CVAML11f	<b>"Petition for Court Order to Amend a Marriage License"</b>	2
5	CVAML81f	<b>"Court Order to Amend a Gila County Marriage License"</b>	2
6	CVAML10p	PROCEDURES: What to do after you have completed all forms	2

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Superior Court of Arizona  
In Gila County

Case Number \_\_\_\_\_

**CIVIL COVER SHEET- NEW FILING ONLY**  
(Please Type or Print)

Plaintiff's Attorney:  
\_\_\_\_\_

Attorney's 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: (if applicable)  Temporary Restraining Order  Provisional Remedy  
 OSC – Order to Show Cause  Election Challenge  
 Employer Sanction  Other \_\_\_\_\_

RULE 8(i) COMPLEX LITIGATION DOES NOT APPLY. (Mark appropriate box under **Nature of Action**).  
 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).

**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

**110 TORT NON-MOTOR VEHICLE:**

- 111 Negligence
- 112 Product Liability – Asbestos
- 112 Product Liability – Tobacco
- 112 Product Liability – Toxic/Other
- 113 Intentional Tort
- 114 Property Damage
- 115 Legal Malpractice
- 115 Malpractice – Other professional
- 117 Premises Liability
- 118 Slander/Libel/Defamation
- 116 Other (Specify) \_\_\_\_\_

**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 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 Persons (A.R.S. §36-3704)  
(Except Maricopa County)
- Minor Abortion
- Special Action Against Lower Courts

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

**150-199 UNCLASSIFIED CIVIL CASE TYPES:**

- Notice of Appeal pursuant to A.R.S. § 12-904  
(formerly "Administrative Review")

- 150 Tax Appeal  
(All other tax matters must be filed in the AZ Tax Court)

Case No. \_\_\_\_\_

- 155 Declaratory Judgment
- 157 Habeas Corpus
- 184 Landlord Tenant Dispute - Other
- 159 Restoration of Civil Rights (Federal)
- 159 Clearance of Records (A.R.S. §13-4051)
- 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)

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

Name of Person Filing: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
 Representing Self (No Attorney), or  Represented by Attorney  
If Attorney, Bar Number: \_\_\_\_\_

FOR CLERK'S USE ONLY

I am the Legal Guardian of the adult whose marriage license needs correction

## SUPERIOR COURT OF ARIZONA IN GILA COUNTY

In the matter of

Case Number: CV \_\_\_\_\_

\_\_\_\_\_  
Person petitioning to correct marriage license

**APPLICATION TO CORRECT  
MARRIAGE LICENSE issued  
in Gila County**

\_\_\_\_\_  
Other Spouse

### UNDER PENALTY OF PERJURY

1. INFORMATION ABOUT THE PERSONS whose marriage license needs correction:

FULL CORRECT NAME OF GROOM: \_\_\_\_\_

FULL CORRECT NAME OF BRIDE: \_\_\_\_\_

2. INFORMATION ON THE MARRIAGE LICENSE

A. Marriage License Number: \_\_\_\_\_

B.  The marriage license contains INCORRECT information for the **Groom**:

Groom's Name appears *wrongly* as: \_\_\_\_\_

Groom's Age appears *wrongly* as: \_\_\_\_\_

Following is the CORRECT information about the **Groom**:  
I ask that the marriage license be ordered changed as indicated below:

Groom's Name\* *should* appear as listed in "1", above.

Groom's Age *should* appear as \_\_\_\_\_

\* to correct an error in the name of the Groom as it appears on the Marriage License  
– not to change identity.

C.  The marriage license contains **INCORRECT** information for the **Bride**:

Bride's Name\* appears *wrongly* as: \_\_\_\_\_

Bride's Age appears *wrongly* as: \_\_\_\_\_

Following is the **CORRECT** information about the **Bride**:  
I ask that the marriage license be ordered changed as indicated below:

Bride's Name\* *should* appear as appears in "1", above.

Bride's Age *should* appear as \_\_\_\_\_

\* to correct an error in the name of the Bride as it appears on the Marriage License  
– not to change identity.

D.  The marriage license contains **INCORRECT** information on the **date of marriage**:

Date of Marriage appears *wrongly* as: \_\_\_\_\_

Following is the **CORRECT** information about the **date of marriage**.

I ask that the marriage license be ordered changed as indicated below:

Date of Marriage *should* appear as: \_\_\_\_\_

**REQUEST TO THE COURT:**

I request the Clerk of Superior Court be ordered to replace the incorrect information on the subject marriage license with the correct information as indicated above.

**PLEASE NOTE: The correction will NOT replace your existing marriage license, but is an amendment to it.**

**OATH OR AFFIRMATION OF APPLICANT**

We/I affirm under penalty of perjury the information provided on this document is true and correct.

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

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
(Non-Petitioner) Spouse's Signature

\_\_\_\_\_  
Petitioner's Printed Name

\_\_\_\_\_  
(Non-Petitioner) Spouse's Printed Name

My Commission Expires:  
Or SEAL below

\_\_\_\_\_  
Deputy Clerk or Notary Public

**SUPERIOR COURT OF ARIZONA  
IN GILA COUNTY**

FOR CLERK'S USE ONLY

In the matter of:

\_\_\_\_\_  
Person whose marriage license needs correction

Case Number: CV \_\_\_\_\_

And

**ORDER CORRECTING  
MARRIAGE LICENSE**

\_\_\_\_\_  
Other Spouse

**THE COURT FINDS:**

1. This case comes before this Court to correct the marriage license of the Petitioner.
2. This Court has jurisdiction to order that the Petitioner's marriage license be corrected to correct errors or omissions contained in the original marriage license.
3. Good cause exists to grant the Petitioner correction of the marriage license as requested.
4. The information appears on the Arizona marriage license as follows:

**THE PRESENT INFORMATION AS IT APPEARS ON THE SUBJECT MARRIAGE LICENSE:**

**Marriage License Number:** \_\_\_\_\_

**Groom:** (as it appears on current marriage license)

First Name	Middle	Last Name	Age
------------	--------	-----------	-----

**Bride:** (as it appears on current marriage license)

First Name	Middle	Last Name	Age
------------	--------	-----------	-----

**Date of marriage:** (as it appears on current marriage license)

Month	Day	Year
-------	-----	------

**THE COURT ORDERS**

1. THE GROOM'S INFORMATION ON THE MARRIAGE LICENSE CHANGED TO:

First Name	Middle	Last Name	Age
------------	--------	-----------	-----

2. THE BRIDE'S INFORMATION ON THE MARRIAGE LICENSE CHANGED TO:

First Name	Middle	Last Name	Age
------------	--------	-----------	-----



3. THE DATE OF MARRIAGE ON THE LICENSE CHANGED TO:

Month	Day	Year
-------	-----	------

4. The Clerk of the Superior Court is ordered to correct/amend the marriage license to reflect the corrected information as ordered above.

**PLEASE NOTE: The correction will not replace your existing marriage license, but is an amendment to it.**

5. OTHER ORDERS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DONE IN OPEN COURT: \_\_\_\_\_  
Date Judicial Officer

## SELF-SERVICE CENTER

### PROCEDURES: HOW TO FILE FOR A COURT ORDER TO CORRECT MARRIAGE LICENSE

**FOR ALL FORMS: TYPE OR WRITE CLEARLY. USE BLACK INK.**

**WARNING!** These are **NOT** the proper papers to request a legal name change. This packet will **ONLY** serve to request correction of errors that appear on a marriage license issued in Gila County.

**STEP 1:** Fill out the “Application to Correct Marriage License” and make 2 copies.

**STEP 2:** Fill out the top portion of page 1 of the “**Civil Cover Sheet**”. Write in your name as “Plaintiff”. On page 2, check box **195(a)** for “**Amendment of Marriage License**”

**STEP 3: FILE THE PAPERS AT THE COURT:**

**WHO: Who may file the “Application to Correct Marriage License”?**  
*The person who seeks this change, or his or her attorney.*

**WHERE: GO TO THE CLERK OF SUPERIOR COURT TO FILE YOUR PAPERS:**  
The Court is open from 8am – 5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following locations:

The Clerk of the Superior Court  
**Gila County Courthouse**  
1400 E. Ash St., 3rd floor  
Globe, Arizona 85501  
(928)-402-8866  
Monday-Friday  
8:00a.m. - 5:00p.m.

The Clerk of the Superior Court  
**Payson Court Complex**  
714 S. Beeline Hwy., Ste. 104  
Payson, Arizona 85541  
(928)474-3978  
Monday-Friday  
8:00a.m.-12:00p.m., 1:30p.m.-4:30p.m.

**FEES:** There are fees for filing petitions, responses, requests, motions, objections, and various forms with the Court. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the “Clerk of Superior Court” are acceptable forms of payment.

For a current list of fees go online to: [Filing Fees](#) (link to webpage)

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). Your deferral must be approved by a judge/commissioner before you can file your other documents with the Clerk of the Court. Deferral Applications are available at no charge at the Clerk’s office or on the website, [www.gilacountyaz.gov](http://www.gilacountyaz.gov).

#### **PAPERS:**

Give 1 Civil Cover Sheet and 1 original plus 2 copies of the application to the Clerk along with the filing fee. Cash, Visa/MasterCard/AMEX debit or credit cards, money order, or personal in-state check **made payable to the “Clerk of Superior Court”** are acceptable.\*

**Make sure the filing clerk stamps both of your copies and returns them to you.**

**STEP 4: ATTEND THE HEARING**

- **The person whose information is to be corrected on the marriage license must be present at the hearing.**
- **If the information to be corrected is the date of the marriage, the person filing the Application for Correction must attend.**
- **Both spouses must attend unless the other spouse is incapable of attending.**

**BRING THESE DOCUMENTS TO YOUR HEARING:**

- **Certified Copy of marriage license** issued by the Clerk of Superior Court.
- **Government issued photo identification** for any person(s) who are requesting their information be changed on the marriage license.
- Copy of the **birth certificate of person(s) requesting his or her information be changed** on the marriage license.
- ***If the other spouse is deceased, a copy of the death certificate.***
- **Prior Name Change orders** (if applicable).

**NOTE**

Make a copy of any documents you submit to the Court and keep those copies for your records.