



Tiffany Moore Russell
Clerk of the Circuit and County Courts Orange County • Florida

Pursuant to the Florida Statutes and Florida Rules of Civil Procedure, all parties to a county or circuit court case shall update their case file with any changes to either your name and/or address. If you need to update your demographic information, please complete and return the following form:

Request for Name/Address Change and Optional Email Designation Form

Complete All that Apply
(Please Print)

Party Name: _____ **Case #:** _____

Plaintiff

Defendant

I hereby authorize the Orange County Clerk of Courts to change my name, address and/or telephone number for purposes of the official court record, as follows:

NAME CHANGE

TO Mr. Last Name: _____ First Name: _____ Middle: _____
Mrs.
Ms.

ADDRESS CHANGE

Street/Route #: _____ Apt. #: _____
TO City: _____ State: _____ Zip: _____

TELEPHONE CHANGE

TO Phone No: _____

I hereby authorize the Court and all the parties to provide me with notices and pleadings at the email address I hereby designate, as follows:

OPTIONAL EMAIL DESIGNATION

EMAIL: _____

PARTY'S SIGNATURE: _____ **DATE:** _____

Please submit all requests to the Orange County Clerk of Court, Family Services division at:

Orange County Clerk of Courts
Civil and Probate/Mental Health Division
425 North Orange Avenue, Room 350
Orlando, Florida 32801
www.myorangeclerk.com

myorangeclerk.COM



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Clerk of the Circuit and County Courts Orange County • Florida

Party Name

Street Address

City, State Zip

RE: Request for Address or Name Changes

Dear < AddresseeName >,

The Orange County Clerk of Courts is in receipt of correspondence referencing a change with either your official name and/or address of record with our office. To confirm we have the correct information, please complete and submit the attached form to the following:

**Office of Tiffany Moore Russell
Orange County Clerk of Courts
Civil and Probate/Mental Health Division
425 North Orange Avenue, Suite 350
Orlando, FL 32801**

Should you have any additional questions regarding the services offered through this office, our business hours are from 7:30am to 4:00pm. You may also visit us online at www.myorangeclerk.com/family to obtain additional information about the family services division.

Sincerely,
Division Management

myorangeclerk.COM