



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 #:** _____

Petitioner

Respondent

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

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

TELEPHONE CHANGE

TO Phone No.: _____

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

OPTIONAL EMAIL DESIGNATION

EMAIL: _____

PARTY SIGNATURE: _____ **DATE:** _____

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

**Orange County Clerk of Courts
Family Services Division
425 North Orange Avenue, Room 320
Orlando, Florida 32801
www.myorangeclerk.com/family**

myorangeclerk.COM

425 North Orange Avenue • Suite 320 • Orlando, Florida 32802-4994 • TEL 407-836-2000