



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 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 at the email address I hereby designate, as follows:

**EMAIL DESIGNATION:**

\_\_\_\_\_

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](http://www.myorangeclerk.com/family)

**myorangeclerk.COM**

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