Notice of Change of Address - Blank preview

Blank template preview. Attorney review has not been completed. This is self-help software, not a law firm or a substitute for an attorney. Templates are not official court forms; check your court's requirements before use.

[DRAFT NOTICE: Draft prepared with self-help software. Not legal advice. Have an attorney review before filing. Delete this note before you sign.]

[Name of court]
[County, district, or division, if your court's captions include one; otherwise delete this line]
Case No. [Case number]
[Name of first party], [Plaintiff or Petitioner]
v.
[Name of second party], [Defendant or Respondent]

NOTICE OF CHANGE OF ADDRESS

1. I, [Your full name], am the [Your role in the case, such as Petitioner or Respondent] in this case and am representing myself.
2. Starting [date the change takes effect], my mailing address for notices and papers in this case is: [New mailing address].
3. My phone number for this case is: [Phone number, or write unchanged].
4. My email address for this case is: [Email address, or write unchanged].
5. [If your court asks for your previous address, state it here; otherwise delete this paragraph.]

[Safety note: if listing your home address is a safety concern, check your court's rules or ask the clerk about address-confidentiality options before filing. Delete this note before you sign.]

Submitted by:

[Your full name]
[Your role in the case, such as Petitioner or Respondent], self-represented
[Mailing address where you receive court papers]
[Phone number]
[Email address]
Date: [Date you sign]

Certificate of Service

I certify that on [date of service], I served a copy of this Notice of Change of Address on each person listed below by [method of service your court's rules allow, such as mail, hand delivery, email, or electronic filing service].

[Name of each person served, and the mailing address or email address used for service]

[Your full name]
Date: [Date you sign this certificate]