

Instructions: Giving Notice of a New Address, Phone Number, or Email

This template was prepared by the Justice & Diversity Center, a nonprofit organization, and is *not* an official court form. It can be used in civil lawsuits in the Northern District Court of California. *This template provides guidance only. Using this template does not guarantee any result.*



HOW TO GET LEGAL INFORMATION AND ADVICE

You can make an appointment for free legal information and advice at one of the Legal Help Centers listed below.



If your case was assigned to a judge in the San Francisco, Oakland or Eureka federal courthouse, do one of the following:



Call the appointment scheduling line for the Federal Pro Bono Project: 415-782-8982



Sign up in the appointment book at either:

450 Golden Gate Ave., 15th Floor, Room 2796, San Francisco or
1301 Clay Street, 4th Floor, Room 470S, Oakland



Email us at federalprobonoproject@sfbbar.org

This email is to schedule appointments - no legal advice is given over email.



If your case was assigned to a judge in the San Jose federal courthouse, do one of the following:



Call the appointment scheduling line for the Federal Pro Se Program: 408-297-1480



Monday to Thursday 9:00 am - 12:00 pm, drop in at

The Law Foundation of Silicon Valley, 152 North 3rd St., 3rd Floor, San Jose

Monday to Thursday 1:00 pm - 4:00 pm, drop in at

280 South 1st Street, 2nd Floor, Room 2070, San Jose



CHECKLIST: HOW TO COMPLETE THIS TEMPLATE

- Fill in the case information.** On the first page, write your name and address at the top. Check the box for the division to which your case has been assigned. Write in the plaintiff's and defendant's names in the middle of the front page. Then, to the right of the names, write in your name, fill in the case number, check the box to show which of your information is being updated, and write in the judge's name.
- Say when your information changed.** On Line 10, write in the date your contact information changed.
- Provide the updated information.** Check the box to show what contact information changed, and write in the new address, email or phone number.
- Review and sign your Notice.** Read your Notice, making sure all blanks are filled in, and to confirm that all of the information is correct. Each person submitting the Notice must sign it.
- Prepare the Certificate of Service.** Each document that you file must be "served" on each other party, usually by sending it in the mail. A Certificate of Service is a document that lets the Court know that you served the document listed on it. To prepare the Certificate, follow the instructions on it to complete each part, 1-7.



FILING AND SERVING YOUR NOTICE

1. **Make three copies.** Once you have completed and signed your Notice and Certificate, make three copies of each. On one copy of the documents, write "Chambers" on the top in pen. (If there is more than one plaintiff or defendant, you will also need one copy for each of them.)
2. **Serve the Notice.** Be sure that the Notice and Certificate are served on each party.
3. **File the Notice.** Deliver or mail the *original plus two copies* of the Notice and Certificate of Service to the Clerk's Office at the federal courthouse where the Judge for your case is located. The Clerk will take the original and the copy marked "Chambers." The other copy is for you to keep after it is stamped by the Clerk. If you file by mail, include a self-addressed, stamped envelope so that the Clerk can send a copy of each document back to you.



STAY UP TO DATE

1. **Check your mail.** Be sure to check your mail regularly for documents from the Court or the opposing side. If you can, check your old and new addresses for documents for a few weeks after your Notice is filed and served.
2. A list of all of the documents that have been filed, and the documents themselves can be viewed online. Review Chapter 7 of the Handbook for Pro Se Litigants (see www.cand.uscourts.gov/prosehandbk or the Clerk's Office), and contact the Legal Help Center for information about how to access the documents (see page 1)

1 Your name: _____

2 Address: _____

3 _____

4 Phone Number: _____

5 E-mail Address: _____

6 Pro se

7

8

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

9

Division *[check one]*: San Francisco Oakland San Jose Eureka

10

11

12

_____) Case Number: _____

13

_____) *[Name]* _____

14

Plaintiff,

NOTICE OF CHANGE OF *[check box]*:

15

vs.

- ADDRESS
- PHONE NUMBER
- EMAIL

16

17

18

Defendant.

Judge: Hon. _____

19

20

As of *[date of change]* _____,

21

my contact information has changed *[check box and fill in]*:

22

Address: _____

23

24

Phone number: _____

25

Email: _____

26

Date: _____ Signature: _____

27

Printed name: _____

28

Pro Se

NOTICE OF CHANGE OF CONTACT INFORMATION

CERTIFICATE OF SERVICE

You must serve each document you file by sending or delivering to the opposing side. Complete this form, and include it with the Motion to Change Date of Hearing that you file and serve.

1. **Case name:** _____ v. _____

2. **Case number:** _____

3. **Documents served:** Notice of Change of Contact Information

4. **How was the Motion served?** *[check one]*

Placed in U.S. Mail

Hand-delivered

Sent for delivery (e.g., FedEx, UPS)

Sent by fax (if the other party has agreed to accept service by fax)

5. **On whom was the Motion served?** *[For each person who was sent the document, write their full name and contact information used.]*

_____	_____
_____	_____
_____	_____
_____	_____

6. **When was the Motion served?** _____

7. **Who served the Motion?** *[Whoever puts it into the mail, faxes, delivers or sends for delivery should sign, and print their name and address. You can do this yourself.]*

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

Signature: _____

Name: _____

Address: _____
