

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 & ADVICE

This template provides general guidance on how to change your contact information with the Court. Make an appointment for free legal information and advice at one of the Legal Help Centers.

APPOINTMENTS – Based on the courthouse where complaint was filed

✿ SAN FRANCISCO, OAKLAND, OR EUREKA-MCKINLEYVILLE

Federal Pro Bono Project | fedpro@sfbbar.org | (415) 782-8982

NOTE: Contact for scheduling only – no legal advice is given when scheduling.

✿ SAN JOSE

Federal Pro Se Program | (408) 297-1480

Drop-in hours Tuesday and Thursday from 9:00 a.m. to 4:00 p.m.

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

★ UNDERSTANDING LAWS & RULES

The Legal Help Centers (see above) are the best resource for people without lawyers. There are other resources for understanding the laws and rules of the Court:

1. **Handbook for Pro Se Litigants** – The Handbook is a procedural guide for people who are representing themselves. It was prepared by the Court and is available at the Clerk’s Office or on the Court’s website at: <https://www.cand.uscourts.gov/pro-se-handbook/>.
2. **Legal Research Guide for Pro Se Litigants** – The Guide provides information for people who are representing themselves about how to do legal research, like finding statutes and decisions in other cases. It was prepared by the Justice & Diversity Center and is available at the Legal Help Centers and at: <https://www.cand.uscourts.gov/pro-se-litigants/legal-help-center-templates-packets/>.
3. **Federal Rules of Civil Procedure** – These Rules explain the procedures from filing through trial for all civil cases in the federal courts across the country, and are available at: <https://www.uscourts.gov/sites/default/files/rules-of-civil-procedure.pdf>.
4. **Civil Local Rules** – The Civil Local Rules follow the same numbering as the Federal Rules of Civil Procedure, but generally provide more detail. They apply in this District only, and are available at: <https://www.cand.uscourts.gov/rules/civil-local-rules/>.

★ HOW TO COMPLETE THE NOTICE TEMPLATE

1. **Fill in the case information** – On the top of the first page, write your name, address, and 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 page. To the right of the party names, write in the case number and the judge's name. Then, 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.
2. **Say when your information changed** – On Line 10, write in the date your contact information changed.
3. **Provide the updated information** – Check the box to show what contact information changed, and write in the new address, email or phone number.
4. **Review and sign your Notice** – Read your Notice, make sure all the blanks are filled in and confirm that all the information is correct. Each person submitting the Notice must sign it.
5. **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 paper that lets the Court know that you served a certain document. To prepare the Certificate, follow the instructions on it. If all parties (including you) are registered ECF filers, you do not need to prepare or file a Certificate of Service.

★ FILING & SERVING YOUR NOTICE

1. **Copies** – Make three copies. Once you have completed and signed your Notice and Certificate (if needed), 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 additional copy for each of them.) ECF users do not need to include a chambers copy. See Civil Local Rule 5-1(d)(7).
2. **Serve the Notice** – Be sure that the Notice and Certificate are served on each other party. If you are filing electronically, your document is considered served when filed. See Civil Local Rule 5-1(h)(1).
3. **File the Notice** – Deliver or mail the original plus two copies of the Notice and Certificate to the Clerk's Office at the federal courthouse where the Judge hearing your case is located. The Clerk will take the original and the copy marked “Chambers” of each document. The other copy is for you to keep after it is stamped by the Clerk.
 - a. **File by mail** – 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.
 - b. **File electronically** – If you are an electronic filer, follow the instructions for electronic filing, which can be found here: <https://www.cand.uscourts.gov/cases-e-filing/cm-ecf/>.
 - c. **Register to become an e-filer** – The registration information to become an e-filer can be found here: <https://www.cand.uscourts.gov/cases-e-filing/cm-ecf/setting-up-my-account/e-filing-self-registration-instructions-for-pro-se-litigants/>.

★ STAY UP TO DATE

1. **Communications** – Check your mail and tell the Court if you move. You must file a new notice with the Clerk right away if your mailing address, email, or phone number changes or you may miss important deadlines, causing you to lose your case.
2. **Tracking** – Keep track of your case. A list of the documents that have been filed, and (usually) the documents themselves can be viewed online. Review the Pro Se Handbook Chapter 7 and contact the Legal Help Center to learn to access documents.
3. **Guidance** – Visit the Legal Help Center for more information about what happens next.

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Your Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Pro Se

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA**

Division [check one]: San Francisco Oakland San Jose Eureka-McKinleyville

Plaintiff,
v.

Defendant.

Case No. _____

[Name] _____

NOTICE OF CHANGE OF [check box]:

- ADDRESS**
- PHONE NUMBER**
- EMAIL**

Judge: Hon. _____

As of [date of change] _____,

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

Address: _____

Phone number: _____

Email: _____

Date: _____

Signature: _____

Printed Name: _____

Pro Se

