



**UNITED STATES DISTRICT COURT**  
DISTRICT OF CONNECTICUT

## **Attorney Change of Address Form**

### **Instructions to Members of the Bar**

Pursuant to this Court's Local Rule 83.1(c)(3), it is the responsibility of each member of the bar of this court to keep the court informed of any change in name, firm or firm name, telephone number, street address or e-mail address.

Please use the form attached to this notice and, when completed, you may email it to:

[Attorney\\_Maintenance@ctd.uscourts.gov](mailto:Attorney_Maintenance@ctd.uscourts.gov)

If you currently receive Notices of Electronic Filing via e-mail from the clerk of court, you will continue to receive those at your new e-mail address. There is no need to complete another registration form.

If you have any questions, please call the Attorney Admissions Clerk at 860-240-3200.



**UNITED STATES DISTRICT COURT**  
DISTRICT OF CONNECTICUT

**NOTICE OF CHANGE OF ATTORNEY ADDRESS**

Pursuant to Local Rule 83.1(c)(3), please take notice of the following attorney information for \_\_\_\_\_.

This change will be effective on \_\_\_\_\_.  
Date

**Please type or print clearly**

Connecticut Federal Bar Number: \_\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street Suite/Room  
\_\_\_\_\_ City State Zip code

**Phone Number:** \_\_\_\_\_ **Fax Number** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Check one: No Change \_\_\_\_\_ Replacement \_\_\_\_\_ Addition \_\_\_\_\_ Removal \_\_\_\_\_

**Secondary E-Mail Address:** \_\_\_\_\_

Check one: No Change \_\_\_\_\_ Replacement \_\_\_\_\_ Addition \_\_\_\_\_ Removal \_\_\_\_\_

Please indicate whether this address change applies to:

\_\_\_\_\_ The individual attorney named: \_\_\_\_\_  
\_\_\_\_\_ The entire firm  
\_\_\_\_\_ Other \_\_\_\_\_

Person requesting this change: \_\_\_\_\_

**Note: Submission of this form will result in your address being changed in the CM/ECF system only. You need to notify your clients and opposing counsel by other means. If the client will be represented by your former firm, it is your responsibility to file the necessary motion to withdraw appearance in each case.**