

United States District Court for the District of Puerto Rico

*Federico Degetau Federal Building, Room 150
150 Carlos Chardón Street
San Juan, Puerto Rico 00918-1767
Telephone No. (787)772-3000*

CHANGE OF ADDRESS FORM FOR ATTORNEYS

Attorneys appearing before the Court have a continuing duty to promptly notify the Court and all opposing parties of any changes of address. Pro se litigants must also promptly notify the Court **by written motion** of changes of address occurring while a lawsuit is pending. **This form is NOT to be used by pro se litigants.**

Attorneys are required to promptly update their contact information directly in the maintenance section of their CM/ECF account using their login and password. In addition, attorneys must complete and submit this form to the Clerk's Office to the attention of CM/ECF Administrator by fax (787.772.3434).

(Print legibly or type. Fill in all fields. Enter "N/A" if not applicable.)

Check this box
if this represents
a change

Name of attorney:

(last name, first name, middle initial)

USDC-PR Bar No.:

Last 4 digits of SSN:

Email address:

Secondary email:

Phone Number:

Fax Number:

Cellular Number:

Law Firm:

Mailing address

Mailing address (cont)

City, State, Zip

Date: _____

Signature: _____