

HOW TO FILE A NOTICE OF CHANGE OF ADDRESS

NOTE: If there are any words or terms used in these instructions that you do not understand, please visit Illinois Legal Aid Online at ilao.info/glossary. For more information about going to court, including how to fill out and file forms, call or text Illinois Court Help at 833-411-1121 or go to ilcourthelp.gov.

What is a Notice of Change of Address?

- A *Notice of Change of Address* is a form you file with the Appellate Court Clerk to give the court and the other parties your current contact information if it has changed since you filed an *Appearance* or *Docketing Statement* with the appellate court.
- It gives the court and other parties your name, address, and email address (if you have one), so they may contact you about the case.
- It is very important to keep your mailing address and email address (if you have one) updated. The appellate court issues everything relating to an appeal by written orders and a written decision. Also, the other party is required to serve you with any documents they file with the court (for example, a motion or a brief). If your contact details are wrong, you will miss important information about the case from the court and from the other party.

You can only file a Notice of Change of Address:

- For yourself, not for anyone else; or
- For a party, if you are a lawyer.

When do I need to use the Notice of Change of Address form?

Use the *Notice of Change of Address* when your mailing address and/or email address has changed since you filed either a *Docketing Statement* or *Appearance* form with the appellate court or they have changed since the last time you filed a *Notice of Change of Address*.

Is there a deadline for filing a Notice of Change of Address?

No. If your mailing address and/or email address have changed, you must file a *Notice of Change of Address* with the appellate court and serve the other parties as soon as possible.

Where can I find the forms I need?

You can find the forms at: ilcourts.info/forms.

What costs will I need to pay to file a Notice of Change of Address?

There are no fees for filing a *Notice of Change of Address*.

What do I do after I fill out the Notice of Change of Address form?

Step 1: Send your Notice of Change of Address to all other parties.

- You must send your *Notice of Change of Address* to the other parties in the case. If any party has a lawyer, you must send your *Notice of Change of Address* to the lawyer.
- If you and the person you're sending the *Notice of Change of Address* to have an email address, you must send it by email or through the e-filing system. If you or the person you're sending the *Notice of Change of Address* to does not have an email address, you may give it to the other person by personal hand delivery, mail, or third-party commercial carrier (for example, FedEx or UPS).
- Complete the *Proof of Delivery* with information to show how you are sending your *Notice of Change of Address* to each party. The *Proof of Delivery* has room for 3 parties. If you are sending your *Notice of Change of Address* to more than 3 parties, fill out and insert one or more *Additional Proof of Delivery* forms at the end of the *Notice of Change of Address* form.

Step 2: File the Notice of Change of Address with the Appellate Court Clerk in the district where your court case is filed.

- You must file the *Notice of Change of Address* with the appellate court.

E-filing:

- Court forms are filed by electronic filing, called "e-filing." You do not have to e-file if:
 - you qualify for an exemption (see Not E-filing below) or
 - your case involves a criminal matter.
- Most people e-file their forms using Odyssey eFileLL at ilcourts.info/efile.
- Follow step-by-step instructions and watch videos that walk you through the steps for e-filing at ilcourts.info/efile-info.
- E-filing may not work on a cell phone or tablet. You may need to use a computer to e-file.
- If you do not have access to a computer or if you need help e-filing, take your completed forms to a public library or a Circuit Clerk, Appellate Clerk, or Supreme Court Clerk's office. These places offer public computers where you can e-file your forms.
 - Depending on your courthouse, you can bring your forms on paper and there may be public computers with a scanner where you can turn your paper forms into electronic files.

- Librarians and courthouse staff may be able to help you e-file, but they cannot provide legal advice.

Not E-filing:

- Some people are exempt from e-filing, which means they can file paper forms at the courthouse or by mail. People who do not have to e-file are:
 - Inmates in prison or jail who do not have a lawyer.
 - People with a disability that keeps them from e-filing.
- You may also qualify for an exemption from e-filing if:
 - You do not have Internet or computer access in your home, and it is hard for you to travel.
 - You have trouble reading, writing, or speaking English.
 - You are filing documents in a sensitive case, such as an order of protection.
 - You tried to e-file your forms, but you were not able to because the equipment or help you needed was not available.
- To get an exemption from e-filing, use the form at ilcourts.info/appl-exempt. If you can't print this form, then ask for it at your local courthouse.
 - File your *Certification for Exemption from E-Filing* form with your other court forms at the Appellate Court Clerk's office or by mail.
 - Bring your signed court forms and at least two copies of your forms to the Appellate Court Clerk's office. **NOTE:** Your appellate district's local rules may require a different number of paper copies. Check the local rules for your district at ilcourts.info/appl-local-rules or call the clerk's office for further instructions.
 - If you need to make copies of your forms, you can do that at the Appellate Court Clerk's office. They may charge you to make copies.