

**UNITED STATES DISTRICT COURT
DISTRICT OF UTAH
Office of the Clerk of Court**

Attorney Change of Address Form

Instructions to Members of the Bar

Under the District Court Rules of Practice (DUCivR 83-1.3(b)), 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 within twenty-four (24) hours. Notifying the State Bar will not update your information with this court.

The notice should be in writing and clearly show the new information. Please use the form attached to this notice and, when completed, you may email it to:

ut_support@utd.uscourts.gov

or

You may send the form by facsimile to:

801-526-1175

or

you may mail it to:

United States District Court, District of Utah

Office of the Clerk of Court

350 South Main Street, Room 150

Salt Lake City, Utah 84101

Attn: Attorney Database Administrator

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 Office of the Clerk at 801-524-6100.

**UNITED STATES DISTRICT COURT
DISTRICT OF UTAH
NOTICE OF CHANGE OF ATTORNEY ADDRESS**

This change will be effective on _____.
(Date)

Please type or print clearly.

Utah State Bar Number _____

Name: _____
Last First Middle

Firm Name: _____

Address: _____
Street Suite/Room

City State Zip

Phone Number: _____

E-Mail Address: _____
_____ No Change _____ Replacement _____ Addition _____ Removal

Secondary E-Mail Address: _____
_____ 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 court's central attorney database only. You need to notify your clients and opposing counsel by other means.