

Using This Revisable PDF Form

1. Copies
 - a. Original – to district court and filed with case papers.
 - b. First copy – to other party.
2. Prepared by party whose address has changed.
3. Attachments – none.
4. Preparation details – Parties who are unrepresented by an attorney, and have made an appearance in the case, are required to provide the court and any adverse party with notice of a change of address. This form has been created to provide a vehicle for this notice.

NOTICE OF CHANGE OF ADDRESS

Commonwealth of Virginia Va. Code § 16.1-88.03

Case No. 1

Circuit Court
 General District Court

2
CITY OR COUNTY

3
COURT ADDRESS

4 PLAINTIFF v. 4 DEFENDANT/RESPONDENT

The undersigned Plaintiff Defendant/Respondent hereby gives notice to the clerk of court wherein litigation is pending of the following change of my residential and, if different, mailing addresses:

5
PREVIOUS RESIDENTIAL ADDRESS

6
PREVIOUS MAILING ADDRESS IF DIFFERENT

7
NEW RESIDENTIAL ADDRESS

8
NEW MAILING ADDRESS, IF DIFFERENT

9
PREVIOUS TELEPHONE NUMBER (OPTIONAL)

9
NEW TELEPHONE NUMBER (OPTIONAL)

I also sent notice by 10 to the adverse party at the address listed below:
METHOD OF DELIVERY

11
NAME

11
ADDRESS

12
DATE

13
 PLAINTIFF DEFENDANT/RESPONDENT

Pursuant to Virginia Code § 16.1-88.03, parties not represented by counsel, and who have made an appearance in the case, shall promptly notify in writing the clerk of court wherein the litigation is pending, and any adverse party, of any change in the party's address necessary for accurate mailing or service of any pleadings or notices. In the absence of such notification, a mailing to or service upon a party at the most recent address contained in the court file of the case shall be deemed effective service or other notice.

Data Elements

1. Court case number.
2. Jurisdiction name. Check the appropriate box to indicate the court.
3. Street address of court.
4. Enter names of parties of case in connection with this notice filed.
5. Previous residential address on record at the court.
6. Previous mailing address on record at the court, if different.
7. New residential address.
8. New mailing address, if different from new residential address.
9. Previous and new telephone numbers if party wishes to provide this information.
10. Indicate how the notice was provided to the opposing party.
11. Name and address of the opposing party to whom notice was sent.
12. Date signed by party.
13. Signature of party filing this notice. Check the appropriate title box.