

Instructions for a Notice of Change of Address:

This form may be used by someone that is not receiving Court notices because the party's current address is incorrectly listed on the Court's docket.

1. Fill in the blanks in the caption with the case information. The case information may be obtained by searching with the case number or the property address on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>.
2. Fill in your name wherever "Name of Defendant" appears.
3. Fill in your current and correct address.
4. Sign the Notice and include your contact information.
5. Sign and complete the Certificate of Service. See the form titled "Certificate of Service" for more information. The parties' addresses may be obtained by searching with the case number on the Court's docket located at <http://cpdocket.cp.cuyahogacounty.us>. Attach the completed Certificate of Service to your Notice.
6. File your Notice with the Cuyahoga County Clerk of Courts.

**COURT OF COMMON PLEAS
GENERAL DIVISION
CUYAHOGA COUNTY, OHIO**

Plaintiff

CASE NO. _____

vs.

JUDGE _____

Defendant

NOTICE OF CHANGE OF ADDRESS

Now comes the Defendant, _____, and hereby gives notice to the Cuyahoga County Clerk of Court, of the correct address of the Defendant. Defendant requests that the Clerk change Defendant's address of record and provide all notices to the following address:

[Name of Defendant]

[Correct address]

Respectfully submitted,

[Signature of Defendant]

[Printed name of Defendant]

[Address, phone number and email address
of Defendant]

Certificate of Service

A copy of the foregoing Notice of Change of Address has been sent by regular U.S. Mail to the following parties or their counsel of record:

[Please list all parties in the case or their attorneys and their addresses]

[Signature of Defendant]

[Printed name of Defendant]

[Date]