

# How to File a Notice of Change of Address

<b>Step 1</b>	<b>Complete the following forms</b> in blue or black ink: <input checked="" type="checkbox"/> MC-040 Notice of Change of Address
<b>Step 2</b>	<b>Copies:</b> Make 1 copy for you and another copy for the other party/parties, in addition to the original. See other side for more information about how many copies to make.
<b>Step 3</b>	<b>Service:</b> Before you file, <b>serve</b> an unfiled copy by mail on the other party or parties and their attorney(s).  <ul style="list-style-type: none"><li>• “<i>Serve by mail</i>” means: <b>someone, NOT YOU</b>, who is at least 18 years old, must <b>mail</b> the unfiled copy.</li></ul> Whoever serves must complete the <i>Proof of Service</i> on the back of the <b>original Notice of Change of Address</b> and return it to you.
<b>Step 4</b>	<b>Copies:</b> Make 1 copy, in addition to the original.
<b>Step 5</b>	<b>File:</b> There is no filing fee. Turn in the original and copy/ies of the completed form to the Clerk’s Office in the Courthouse located at:  <b>201 North First Street, San Jose, CA 95113</b> The Clerk’s Office opens at 8:30am Monday-Friday, closing times are subject to change, visit <a href="http://www.scscourt.org">www.scscourt.org</a> or call <b>408-534-5600</b> for current office hours.  The Clerk will keep the original and return the copy to you.

## WHY SHOULD I FILE A NOTICE OF CHANGE OF ADDRESS?

When the court (or a party) in your case needs to reach you, it often does so through the mail. If you do not let the court know that you have changed your address by filing this form with the Court, you might not receive important notifications or information.

## HOW DO I KNOW HOW MANY COPIES TO MAKE?

Make a copy for each **party** in the case and their attorney if they have one. Usually the other party is the other parent or the Department of Child Support Services. In rarer cases the other parties are grandparents or other relatives or even a non-relative. The original will go to the Court.

## WHAT HAPPENS IF I DON'T FILE THE CHANGE OF ADDRESS?

The other party may be able to serve you with court forms at your old address, you won't get the forms and the court may make orders without your being at the court hearing.

## HOW CAN I GET HELP?

Here are some ways to get help:

- Go to <http://www.calbar.ca.gov/Public>, then click on "Lawyer Referral services" to hire or consult with a private attorney.
- For free legal advice and information, see our "Do-It-Yourself Resources" flyer. Go to [www.scscourt.org](http://www.scscourt.org), click on "Self-Help" then "Self-Help Flyers".
- The Self Help Center/Family Law Facilitator – See our information flyer:
  - Contact us: Go to [www.scscourt.org](http://www.scscourt.org) then click "**Contact the Self Help Center**". Walk-in assistance is limited to emergencies so contact us remotely first.
  - Obtain Forms: Go to [www.scscourt.org](http://www.scscourt.org) then click "**Complete Forms at Home**".
  - Form Review: Email your forms as a PDF file to [SHCDocReview@scscourt.org](mailto:SHCDocReview@scscourt.org).
  - Note: We **cannot** help people who have attorneys.

Superior Court, County of Santa Clara  
**Self Help Center/Family Law Facilitator's Office**  
201 N. First Street, San Jose, CA 95113  
408-882-2926