

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

**Attorney Change of Address Form**

**Instructions to Members of the Bar**

Pursuant to the District of Hawaii Court Local Rules of Practice 83.1(H), it is the responsibility of each member of the bar of this court to keep the court informed of any change in business address, including firm affiliation, firm name, voice, facsimile, telephone number, and the effective date within fourteen (14) days of the change.

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

United States District Court  
District of Hawaii  
Office of the Clerk of Court  
300 Ala Moana Boulevard, Room C-338  
Honolulu, Hawaii 96850-0338  
Attn: Attorney Database Administrator

You may also send the form by facsimile to the court at:

808 541-1303

If you have any questions, please call the Office of the Clerk at 808 541-1300.

**UNITED STATES DISTRICT COURT  
DISTRICT OF HAWAII**

**NOTICE OF CHANGE OF ATTORNEY ADDRESS**

This change will be effective on \_\_\_\_\_.  
(Date)

**Please type or print clearly.**

Hawaii State Bar Number \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Suite/Room  
\_\_\_\_\_  
City State Zip

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please indicate whether this address change applies to:

\_\_\_ the individual attorney named

\_\_\_ the entire firm

\_\_\_ other \_\_\_\_\_

**Note: Submission of this form will result in your address being changed in the court's central attorney database. If you represent clients in a case pending in this court, it is your responsibility to ensure that the notices for those clients are sent to the proper address. If the client will be represented by your former firm, it is your responsibility to file the necessary withdrawal motions and substitutions and proposed orders of counsel in each case.**