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

Attorney Change of Address Form

Instructions to Members of the Bar

Under 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 name, firm or firm name, voice, facsimile, telephone number, or street address within eleven (11) days.

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

Unites 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.

Print Form

Clear Form

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.