

CIRCUIT COURT RECORDS
REQUEST FOR ADDRESS CHANGE

1. You must present your Michigan driver's license or a Michigan personal identification card.
 - a. If you do not possess a Michigan ID, you may show any of the following forms of photo ID as long as it is current: Driver's license or personal ID card issued by another state, Federal, state, or local government-issued photo ID, U.S. passport, Military photo ID card, Student photo ID card from an educational institution, Tribal photo ID card.
2. You will need to complete a separate form for **EACH** case in which you are trying to change your address.
3. If your case involves the Friend of the Court, it is **YOUR** responsibility to inform them of any address changes. We use different systems, and we cannot update your address in the FOC system.

Case Number: _____

Plaintiff's Name: _____

Defendant's Name: _____

☐ **I am the Plaintiff on this case.**

☐ **I am the Defendant on this case.**

My old address is:

My new address is:

☐ **I would like my address to be kept confidential.**

Signature: _____ **Date:** _____

Print Name: _____

If you are submitting this form via email, you must also submit a copy of your ID and enter your email address here: _____