

HOW TO UPDATE YOUR ADDRESS

CIRCUIT COURT RECORDS

1. You must present your Michigan driver's license or a Michigan personal identification card. The new address does not need to match what is on the ID, but it must reflect an accurate current name and photo.
 - 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.
4. Finally, complete this form in its entirety. Incomplete forms will not be accepted.

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:

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: _____