

# IF YOUR ADDRESS OR TELEPHONE NUMBER CHANGES YOU MUST INFORM THE COURT.

YOU MAY USE THE ATTACHED FORM.

## SECOND JUDICIAL DISTRICT COURT

**Local Rule 2-113. Pro se appearance and filings; corporations as parties.**

- A. **Entry of appearance by parties pro se.** Parties who represent themselves shall enter an appearance and shall do so by filing an initial pleading, responsive pleading or other paper that includes their name, address and telephone number. *Parties pro se shall promptly file notice of any change of address or telephone number, and serve such on all other parties.* (Emphasis added.)

### Procedure:

1. Fill in the original *Notice of Change of Address/Telephone Number*. Once completed, make copies of the *Notice* for yourself and for all parties entitled to notice. The Clerks will make copies for .35¢ a page.
2. Take the original *Notice* and copies to the Domestic Relations Division for filing. They are located on the **First Floor, Room 119** of the Bernalillo County Courthouse, 400 Lomas Blvd. NW, Albuquerque, NM 87102. Their hours are **Monday-Friday from 8:00 AM-4:00 PM**.
3. The Clerk will file the original *Notice*, endorse stamp your copies, and return the copies to you. One copy is for your records and the other copy(s) are for the opposing party(s) or their Attorney. You are required to mail the endorsed copies of the *Notice* to all parties entitled to notice.

SECOND JUDICIAL DISTRICT  
COUNTY OF BERNALILLO  
STATE OF NEW MEXICO

No. \_\_\_\_\_

\_\_\_\_\_  
Petitioner,

vs.

\_\_\_\_\_  
Respondent.

**NOTICE OF CHANGE OF ADDRESS/TELEPHONE NUMBER**

\_\_\_\_\_ (print name), the Petitioner/Respondent, hereby gives notice of change of his/her address and/or telephone number. Petitioner/Respondent also states that he/she is aware that the Second Judicial District Local Rule 2-113 requires that he/she promptly file notice of any subsequent change of address or telephone number, and serve such Notice on all other parties.

Date \_\_\_\_\_

\_\_\_\_\_  
Petitioner/Respondent

\_\_\_\_\_  
Street

I hereby certify a completed copy of the foregoing was mailed/served to the opposing parties and/or counsel on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Home Telephone or "None"

\_\_\_\_\_  
(Signature of party)

\_\_\_\_\_  
Work Telephone or "None"