UNITED STATES COURT OF APPEALS
FOR THE FOURTH CIRCUIT

CHANGE IN NAME/CONTACT INFORMATION

Name, address, e-mail address, fax number, and phone number changes must be immediately reported to the Clerk's Office. You may fax this change of name/contact information form to (804) 916-2796. The fax number may be used only for that purpose. This form may be mailed to United States Court of Appeals, 1100 E. Main Street, Suite 501, Richmond, VA 23219-3517, or may be filed electronically and thereby served on opposing counsel in your pending cases.

This form is used to update counsel's information in the Fourth Circuit's CM/ECF database. It does not update counsel's information in the district court's database or the judicial conference database and does not affect counsel's involvement in a case. A motion to withdraw or notice of withdrawal must be filed in any case in which counsel wishes to terminate participation.

THE CLERK IS HEREBY NOTIFIED OF THE FOLLOWING CHANGE(S)
(PLEASE PRINT OR TYPE LEGIBLY)

DATE EFFECTIVE:_____

CHANGE APPLIES TO: ○ (attorney/party only)
○ (entire firm)

PREVIOUS INFORMATION	NEW INFORMATION
Name:	Name:
Firm Name:	Firm Name:
Address:	Address:
Phone #:	Phone #:
Fax #:	Fax #:
E-mail:	E-mail:

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Date Signature

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PSC

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