

CHANGE OF ADDRESS

A change of the original claimant's address can be obtained by either the original claimant advising of the change of address on company letterhead, which will be treated as an amendment to their previously filed claim or a Notice of Change of Address Form must be completed. This form must be filed in duplicate with the Chapter 13 office appearing in the lower left-hand portion of the form.

Please note the following when completing the Notice of Change of Address Form:

1. The debtor(s) name and case number must be provided;
2. The claim and account numbers associated with the Notice of Change of Address must be provided;
3. A separate request must be submitted for each case;
4. The old address (original claimants according to our records) must be provided, as well as the new address;
5. An authorized representative of your company must originally sign each request. Copied or imaged signatures are not allowed;
6. You must show that a copy of the Notice of Change of Address was forwarded to the name and address we have on record for the original claimant.