



# Spokane Municipal Court

## Contact Information / Address Change Form

*Please print clearly and legibly. If you do not print clearly and legibly, your contact information will **not** be changed in our system and this form will be returned to you either at the mailing address we have on file, or addressed general delivery as outlined below if we have no current address on file for you.*

\_\_\_\_\_, \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last Name First Name

### Current (New) Mailing Address: (Changes your address for mail and notices for all your municipal court cases)

\_\_\_\_\_  
Street Address/Post Office Box

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

If you are currently unhoused, you can choose one of the following options to receive notices from the Court:

- Unhoused/General Delivery: I am currently unhoused and am requesting the Court send all notices to me via general delivery at the downtown Spokane post office, located at 904 W Riverside Ave, Spokane, WA 99201. I understand it is my responsibility to regularly check that post office for notices from the Spokane Municipal Court and that the post office will automatically return general delivery mail to the Court ten (10) days after the post office receives the mail. The post office will require valid ID to pick up your mail,
- Unhoused/Electronic Service: I understand that if I have a valid email address, I can request electronic service of notices from the Court instead of receiving Court notices via USPS general delivery. If electronic service from the Court is preferred, you *must* sign a separate consent to electronic service. The consent form is available at the Spokane Municipal Court Clerk's Office or on the Court's website.

### Other Contact Information:

Telephone No: \_\_\_\_\_  Cell/Text  Voice Only  Voice Message Only

Email address: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

### Clerk's Office Only:

- Contact information updated.
- Form is not legibly completed. Contact information was **not** changed in the Court's electronic systems and the form was returned to the defendant via:  Return address on file or  General Delivery.

Date: \_\_\_\_\_

Clerk's initials: \_\_\_\_\_