



## ACCESS CENTER A-Z

### NOTICE OF CHANGE OF ADDRESS OR OTHER CONTACT INFORMATION

**Important Note:** Remember that the new contact information you provide on the MC-040 will become public record and given to the other party or parties in your case. If you do not want your information public or given to the other side, you must provide the court with alternative contact information, such as an “In Care of” address or P.O. Box. You are not required to provide your phone number or email address to the court. For more information regarding changing your contact information, please visit: <https://www.courts.ca.gov/1089.htm>

#### **Q: What do I need to do if I want to use a new address and/or change contact information?**

**A:** The court requires that any party who changes address and/or contact information must complete the form MC-040 Notice of Change of Address or Other Contact Information.

1. On page 1 of MC-040, fill out your name, current address and phone number in the caption. Your phone number is optional.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):		
YOUR NAME		
YOUR CURRENT ADDRESS		
TELEPHONE NO.:	YOUR PHONE NUMBER	FAX NO. (Optional):
E-MAIL ADDRESS (Optional):		
ATTORNEY FOR (Name):	IN PRO PER	

2. Complete the court address:

<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>	<b>SAN FRANCISCO</b>
STREET ADDRESS:	400 McAllister Street
MAILING ADDRESS:	400 McAllister Street
CITY AND ZIP CODE:	San Francisco, CA 94102
BRANCH NAME:	

3. Complete the parties' names.

PLAINTIFF/PETITIONER:	
DEFENDANT/RESPONDENT:	

4. Fill out your case number only. For “Judicial Officer” and “Dept.”. leave blank.

CASE NUMBER:
JUDICIAL OFFICER:
DEPT.:

5. Item No.1 on page 1: Put today’s date and check the box that says “the following self-represented party” and mark whether you are the “plaintiff/petitioner” or the “defendant/respondent”, then put your name after where it says (name):

1. **Please take notice** that, as of *(date)*: **TODAY'S DATE**

the following self-represented party or  
 the attorney for:

a.  plaintiff *(name)*: \_\_\_\_\_

b.  defendant *(name)*: \_\_\_\_\_

c.  petitioner *(name)*: Jane Aria Doe

d.  respondent *(name)*: \_\_\_\_\_

e.  other *(describe)*: \_\_\_\_\_

6. Item No. 2 on page 1: Complete your name, new address information and/or contact information.

7. Item No. 3 on page 1: Disclosure to the court and all parties in case that “All notices and documents regarding the action should be sent” to your new address.

8. At the bottom of the page: date, print your name, and sign at the bottom of page 1.

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

\_\_\_\_\_  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF PARTY OR ATTORNEY)

9. Make the corresponding number of cop(ies) of the MC-040 depending on how many parties need to be served in your case. Your server mails a copy to each party in the case.

10. After mailing is done, server completes page 2 of form MC-040 (original copy.)  
Complete the parties' names and case number on top of page 2.

MC-040

PLAINTIFF/PETITIONER:	CASE NUMBER:
DEFENDANT/RESPONDENT:	

11. Item No. 1 on page 2: Your server must be at least 18 years old and not a party to the case.
12. Item No. 2 on page 2: Have your server complete his/her complete address.
13. Item No. 3 on page 2: Select box to tell court how notice(s) was mailed:

3. I served a copy of the *Notice of Change of Address or Other Contact Information* by enclosing it in a sealed envelope addressed to the persons at the addresses listed in item 5 and (check one):

a.  deposited the sealed envelope with the United States Postal Service with postage fully prepaid.

Box A is when server either went to USPS to physically mail out the form or deposited the form in a sealed stamped envelope and placed in a mailbox.

**OR**

- b.  placed the sealed envelope for collection and for mailing, following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

Box B is when server placed sealed envelope in regular place of mailing at work.

14. Item No. 4 on page 2: When and where the service of the notice took place.
- The date of when the form MC-040 was placed in the mail.
  - City and state of in where the mailing took place.
15. Item No. 5 on page 2: Complete the name(s) and complete address(es) of each party served with the form MC-040.
- Note:** This includes the other party in your case, his/her attorney of record, Department of Child Support Services (DCSS), and/or any other parties in your case.
- If you need to give notice to more parties than the space allows, mark the box
- Names and addresses of additional persons served are attached. (You may use form POS-030(P).)
- And use form POS-030(P) to add more parties.

16. Once page 1 and 2 of MC-040 are completed, make one copy. File the original and one copy with the filing clerk's office. For family law cases, file at the Civic Center Courthouse, Room 402, San Francisco, CA. For non-family law cases, file at the Civic Center Courthouse, 400 McAllister Street, Room 103, San Francisco, CA. The clerk will file stamp the original and copy. The original will be filed in your court case file and a filed stamped copy will be returned to you to keep for your record.