

**PRO SE FILER/LITIGANT CHANGE OF E-MAIL ADDRESS REQUEST FORM
REGARDING ELECTRONIC SERVICE OF DOCUMENTS**

In accordance with the Court's 'Administrative Procedures for Electronic Case Filing' (which appear in Appendix A to the Local Rules of Bankruptcy Procedure of the United States Bankruptcy Court for the District of Connecticut), this form is to be used by a *Pro Se* Filer/Litigant who wishes to change their e-mail address and who *previously* consented to the electronic service of Notices and Orders issued by the Court and consented to the electronic service of documents filed by CM/ECF Filers, including attorneys. This form may be filed in a bankruptcy case or an adversary proceeding. A separate form must be filed in each bankruptcy case and each adversary proceeding for which a change of e-mail address for electronic service of documents is requested.

**INFORMATION ABOUT THE CASE FOR WHICH YOU WISH TO CHANGE THE
E-MAIL ADDRESS FOR RECEIVING ELECTRONIC SERVICE OF DOCUMENTS:**

Pro Se Filer's/Litigant's Name: _____

Name/Title of Bankruptcy Case (Debtor(s)): _____

Bankruptcy Case Number: _____

Adversary Proceeding Number: _____

Name of Adversary Proceeding Plaintiff: _____

Name of Adversary Proceeding Defendant: _____

INFORMATION ABOUT YOUR MAILING ADDRESS

Fill in your mailing address as it appears on the petition or pleading in the bankruptcy case or adversary proceeding:

[Street address, Street Name, Apt. No.]

[City State Zip Code]

Home Phone Number or Cell Phone: _____

the Court will then instead serve orders and court-generated notices by United States mail to my most recent mailing address on file.

7. I understand only the first viewing of the electronic (e-mail) service of documents served is free of charge. Additional access to the same document will require me to pay an access fee.

8. I understand that if I want to withdraw my consent to electronic service of documents in a bankruptcy case or adversary proceeding, I must complete, sign, and e-mail a separate form to the Court.

Date: _____

Name (type or print your name)

Signature (sign your name)

Once you have completed this form, signed it, and dated it, please **e-mail** it to the

Court at:

E_Service_Request@ctb.uscourts.gov

Note: The e-mail address from which you submit this form to the Court, **MUST** be the same e-mail address currently on file with the Clerk. The Clerk will also conduct a test of the new e-mail address.