## 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:

## FILL IN YOUR *NEW* E-MAIL ADDRESS:

Enter your *new* e-mail address in the blocks below - Only one e-mail address is permitted.

#### Use capital letters only

## By providing consent below and signing this form, I agree to the following:

- 1. My e-mail address will be part of the public record. By filing this Change of E-Mail Address Request Form. I acknowledge and agree that once the change is approved by the Court, future electronic service of documents will be to this new e-mail address only.
- 2. My consent to electronic (e-mail) service of notices and orders issued by the Court and electronic service of documents by CM/ECF Filers and Users constitutes proper service made by a party filing any document in a bankruptcy case or adversary proceeding pursuant to D. Conn. L. Civ. 5, D. Conn. Bankr. R. 1001-1(b), and the Court's Administrative Procedures for Electronic Filing, which appears in Appendix A to the Local Rules of Bankruptcy Procedure of the United States Bankruptcy Court for the District of Connecticut.
- 3. I understand that consent to electronic (e-mail) service of notices and orders issued by the Court and electronic service of all documents filed by CM/ECF Filers and Users will result in electronic service instead of service through the United States Mail. I understand that I will not receive service through the United States Mail.
- 4. I understand my request to change the e-mail address at which I receive and accept electronic service of documents filed in a bankruptcy case or adversary proceeding will not be effective until the Court processes this request and a court order is issued to approve the request.
- 5. If a joint debtor exists in a bankruptcy case in which I am a debtor, or in an adversary proceeding in which I am plaintiff or defendant, I understand that any joint debtor(s) must submit his/her own request form to change their e-mail address used for electronic (e-mail) service of documents in a bankruptcy case or adversary proceeding.
- 6. I understand that electronic (e-mail) service of documents may arrive in my e-mail spam or junk folders and I should regularly check those folders for electronic service of documents. I also understand that my consent to electronic service of documents may be deactivated by the Court if an e-mail is returned undelivered or "bounces back," and

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 email address currently on file with the Clerk. The Clerk will also conduct a test of the new e-mail address.