

IF YOUR ADDRESS OR TELEPHONE NUMBER CHANGES YOU MUST INFORM THE COURT.

YOU MAY USE THE ATTACHED FORM.

SECOND JUDICIAL DISTRICT COURT

Local Rule 2-116. Pro se appearance and filings

- A. Entry of appearance by parties pro se. Parties who represent themselves shall enter an appearance and shall do so by filing an initial pleading, responsive pleading or other paper that includes their name, address and telephone number. **Parties pro se shall promptly file notice of any change of address or telephone number, and service such on all other parties.**

Procedure:

1. Prepare the original Notice of Change of Address. Once completed make enough copies of the Notice for all parties in the case, including yourself. The original Notice should be placed on top of its copies and then paper-clipped together.
2. File the original Notice and copies in the Domestic Relations Division, Second Floor, Room 240, of the Bernalillo County Courthouse, located at 400 Lomas Blvd. NW, Albuquerque, NM between the hours of **8:00 AM and 5:00 PM, Monday-Friday.**
3. The clerk will file the original Notice and endorse stamp your copies, and will return the copies to you. One copy is for your records, the others are for the opposing party or his/her attorney, and any other parties in the case.

You are required to mail the endorsed copies of the Notice to the opposing party or his/her attorney, and any other parties in the case.