

# Virginia Judicial System Court Self-Help

Resources for Self-Represented Litigants

selfhelp.vacourts.gov

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## How to Change Your Address

**If you have a court case, you must keep your address up-to-date.**

Please use this form <http://www.courts.state.va.us/forms/district/dc437.pdf> and file it with the court handling your case.

NOTE: Pursuant to Virginia Code § 16.1-88.03, parties not represented by counsel, and who have made an appearance in the case, shall promptly notify in writing the clerk of court wherein the litigation is pending, and any adverse party, of any change in the party's address necessary for accurate mailing or service of any pleadings or notices. In the absence of such notification, a mailing to or service upon a party at **the most recent address contained in the court file of the case shall be deemed effective service or other notice.** (Bold added)

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<http://selfhelp.vacourts.gov/node/2/how-change-your-address>

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