

UNITED STATES OF AMERICA  
For the Northern District of West Virginia

MODIFICATION OF ATTORNEY  
CONTACT INFORMATION

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Case Number:

NOTE: Please complete this form when *any* of the listed information should be updated in the Court's records. This form **MUST BE FILED** on ECF using the event Notice of Change of Address in any and all pending case(s) which you are attorney of record.

**DO NOT USE THIS FORM FOR ATTORNEY SUBSTITUTIONS OR WITHDRAWAL**

I, \_\_\_\_\_, hereby provide this Notice of Change of Attorney Information to the Court:

Name of attorney on file with Court:

West Virginia Bar ID No: \_\_\_\_\_ or \_\_\_\_\_ Out of State Attorney

Attorney name change (in cases of marriage, divorce, etc.)

Former Name:

New Name:

If you have switched law firms or government agency,  
please provide your new firm's/agency's name:

New Address

New Telephone:

New facsimile number:

New e-mail address:

Signature

NOTE: Attorneys may update their email address by logging into their ECF account and choosing "Maintain Your Email" under the Utilities menu.

Once you have completed the filing on CM/ECF, a copy may also be faxed to the Admission Clerk, Debbie Kinsey at (304) 623-4551 or emailed: [debbie\\_kinsey@wvnd.uscourts.gov](mailto:debbie_kinsey@wvnd.uscourts.gov).