

**CHAMBERS PROCEDURES: JUDGE ELIZABETH E. BROWN
UNITED STATES BANKRUPTCY COURT, DISTRICT OF COLORADO**

Advising the Court of Changes to Your Contact Information

In bankruptcy, matters are brought to the Court's attention by a party filing a motion requesting court action. Bankruptcy Rule 7004 requires that the party filing the motion must give notice to all interested parties (and provide service to some parties). Please see our section titled *Court Filings: Notice and Service Requirements*. Most matters will be filed with a notice setting forth a deadline for filing responses to the motion and warning parties that if no objections are timely filed, the Court may act on the motion without further notice or a hearing. Thus, a great deal of court business is conducted by mail. Significant rights may be impacted without a court hearing, if no one has timely requested a hearing. **It is essential that parties advise the Court of any changes to their mailing address and other contact information. In fact, it is required by Fed. R. Bankr. P. 4002(a)(5).** If you fail to inform the Court of your address change and a party sends you a filing through the mail at your address of record with the Court, then you will be deemed to have received sufficient notice, even if you did not actually receive it. In regard to your telephone and email contact information, the Court needs the ability to reach you if, for example, there is a last minute need to reschedule a hearing. So protect your rights and provide assistance to the Court by keeping the Court informed of any changes to your contact information. File these changes with the Court *in writing only*.

UNITED STATES BANKRUPTCY COURT
For the District of Colorado

In re: _____) Bankruptcy No. _____
)
)
)
)
Debtor(s).)
) Adversary No. _____
)
)
)
vs. Movant(s)/Plaintiff(s),)
)
)
)
Respondent(s)/Defendant(s).)

Notice of Change of Address/Entry of Appearance

Please check one box below that applies to you:

- Debtor(s) Attorney for Debtor(s)
- Creditor(s) Attorney for Creditor(s)
- Entry of Appearance by Attorney

(Enter Your Name and, if applicable, the Name of the Creditor or Business You Represent)

(Print or Type the Name of the Person or Business whose Address is Being Changed or Entered)

(New Street, Rural Route, or Post Office Box)

(New City, State, and Zip Code)

(New Telephone Number)

Dated: _____ (Signature)

(Signature of Spouse, if applicable)

(Attorneys are required to be duly qualified and admitted to practice before this Court.)