

INSTRUCTIONS FOR CHANGE OF ADDRESS OF ATTORNEY

Updated September 2025

You must file a Notice of Change of Address of Attorney if your mailing address or your email address has changed. The form is available on the court's website at www.nvb.uscourts.gov. **A Notice must be filed for every case and adversary proceeding in which you are the attorney of record.** As a separate requirement, you must also update the CM/ECF System with your new address. If you are leaving a firm, and you will not remain the counsel of record on all of your cases, you must satisfy the substitution of counsel requirements of Local Rule IA 11-6 of the Local Rules of Practice for the United States District Court for the District of Nevada.

I. Change of Mailing Address or Telephone Number

1. File a Change of Address

If your mailing address changes, you must file a completed Notice of Change of Address of Attorney form for each bankruptcy case and adversary proceeding in which you are the attorney of record. The form is available on the court's website at www.nvb.uscourts.gov.

To electronically file this document, use the event "Change of Address (BK)" under the "Miscellaneous" category for Bankruptcy cases or "Change of Address (ADV)" under the "Adversary Misc" category for Adversary cases.

2. Update Your CM/ECF Account

You must also change your mailing address in PACER which will then notify the court to update your CM/ECF account:

1. Go to <https://pacer.uscourts.gov/>. Select **Log in to...** in the upper right navigation and then select **Manage PACER Account**.
2. Enter your PACER **Username** and **Password** at the Login screen. Click **Login**.
3. Click the **Maintenance** tab.
4. Enter new address and hit Submit. Select **Update Address Information**.
5. Update Firm/Office, Address, City, State, County, Zip Code and/or phone/fax numbers in the **Update Address Information** section.
6. Enter **Reason for Update**.
7. Select applicable option in **Apply update to (All Cases, Closed Cases, Open Cases, None)**.
8. Under the **Apply Updates to Selected Courts** section, select the checkbox for PACER Billing (if necessary) and the checkbox of the court(s) to notify.
9. Click Submit.
10. A dialog box will appear indicating changes have been sent to the selected Court(s) for review and processing. Click Close.

3. If You Are Not Keeping All of Your Cases

If you are leaving a law firm and you will not remain the counsel of record on all of your cases, in addition to the requirements explained above, you must also satisfy the Local Rules as to substitutions of counsel.

Obtain Orders for Substitution

For each case and proceeding in which you will no longer be the attorney of record, even if some of the cases are remaining with your prior firm, you must satisfy the Local Rules on substitutions and withdrawals. See LR IA 11-6 of the Local Rules of Practice for the United States District Court for the District of Nevada, as made applicable by Local Bankruptcy Rule 1001(b)(2). Any stipulation to substitute attorneys must be approved by the court, and must bear the signatures of the attorneys and of the client.

II. Change of Email Address

All updates to filer's account information in ECF such as address, phone number, email address, etc. must be submitted to the Court through PACER.

Note: Only the primary email address can be updated in PACER. Secondary email addresses must be added or updated in ECF by going to **Utilities, Maintain My ECF Account, Email Information.**

1. Go to **<https://pacer.uscourts.gov/>**. Select **Log in to...** in the upper right navigation and then select **Manage PACER Account**.
2. Enter your PACER **Username** and **Password** at the Login screen. Click **Login**.
3. Click the **Maintenance** tab.
4. Select **Update E-File Email Noticing and Frequency**.
5. Under the **Apply Updates to Selected Courts** section, select the checkbox of the court(s) to notify.
6. In the **Primary Email** field, update your email address. Re-enter your email in the **Confirm Email** field.
7. Update **Email Frequency** or **Email Format** if needed.
8. Click **Submit**.
9. A dialog box will appear indicating changes have been sent to the selected Court(s) for review and processing. Click **Close**.