

(date)

To: Postmaster, _____, NY _____

Request for Change of Address Needed for Service of Legal Process

Please furnish the new address or the name and street address of the following addressee:

Name: _____

Address: _____

The following information is provided in accordance with 39 CFR 265.6(d)(5)(ii). There is no fee for providing boxholder or change of address information.

1. Capacity of requester: **Attorney**
2. Statute or regulation that empowers me to serve process: **NY CPLR**
3. The names of all parties to the litigation:

4. The court in which the case has been or will be heard: _____

5. The docket or other identifying number if one has been issued: (insert number or "not yet issued")

6. The capacity in which this individual is to be served: **defendant**

WARNING

THE SUBMISSION OF FALSE INFORMATION TO OBTAIN AND USE CHANGE OF ADDRESS INFORMATION OR BOXHOLDER INFORMATION FOR ANY PURPOSE OTHER THAN THE SERVICE OF LEGAL PROCESS IN CONNECTION WITH ACTUAL OR PROSPECTIVE LITIGATION COULD RESULT IN CRIMINAL PENALTIES INCLUDING A FINE UP TO \$10,000 OR IMPRISONMENT OR (2) TO AVOID PAYMENT OF THE FEE FOR CHANGE OF ADDRESS INFORMATION OF NOT MORE THAN 5 YEARS, OR BOTH (TITLE 18 U.S.C. Section 1001).

I certify that the above information is true and that the address information is needed and will be used solely for service of legal process in connection with actual or prospective litigation.

(print name) _____, Esq.
(print address) _____

FOR POST OFFICE USE ONLY

- ____ Good as addressed.
____ Not known at address given.
____ Moved, left no forwarding address.
____ No such address.
____ Moved to: _____