

**HOW TO NOTIFY THE COURT
OF ADDRESS/INFORMATION CHANGE**

If you are a party to a case in the Madison County court system and your address or other information changes, notice to the court must be made in writing and signed by you.

The Circuit Clerk's office can only enter changes when the case number/s are provided. If you do not know the case number(s), please call (618) 692-6240 for assistance. You will be asked for your name, the year the case was filed, and the type of case (i.e., Civil, Family, Criminal or Traffic).

The following form (scroll down to next page) may be used to file a change of address or other information. Please provide all information requested, including the number of your case(s), to ensure the change(s) is processed correctly.

Thank you,

MATT MELUCCI
CIRCUIT CLERK

Notification of Change of Address/Personal Information
to Clerk of the Third Judicial Circuit Court
Madison County, Illinois
(Please Print Clearly)

Your Name: _____

Case Number(s): _____
(address/information change(s) will apply only to cases listed above)

PLEASE CHANGE THE FOLLOWING INFORMATION:

Change of Address:

Date of Change _____
Month, day, year

Previous Address _____
Street City State Zip

New Address _____
Street City State Zip

Name change:

Current Last Name: _____

New Last Name: _____

Other (phone number, etc): _____

Signature: _____ Date: _____

Phone: _____
(Area Code) Phone Number

Once completed, mail this form to:

Matt Melucci
Clerk of the Circuit Court
155 North Main Street
Edwardsville, IL 62025