



Liberty County Clerk's Office  
 1923 Sam Houston St., Room 209  
 P. O. Box 369  
 Liberty, Texas 77575  
 936-336-4670

County Clerk's Policy for Change of Address:

All parties or their attorneys must provide a formal notice of address change to the clerk of the court for all cases pending in the County Court or County Courts at Law in Liberty County, Texas.

The clerk will only update the address in the case management system to reflect the new address if it is submitted in a letter or on an address change form similar to the one below. It is the responsibility of the parties or the attorney to notify the clerk as required by statute (see below.)

**CHANGE OF ADDRESS FORM**

Texas Civil Practices and Remedies Code, Title 2, Sec. 30.015, states:

- (a) In a civil action filed in a district court, county court, statutory county court, or statutory probate court, each party or the party's attorney must provide the clerk of the court with written notice of the party's name and current residence or business address.
- (b) The notice required by Subsection (a) may not be required from any party or party's attorney if such party has not appeared or answered in the civil action.
- (c) The notice required by Subsection (a) must be provided at the time the party files its initial pleading with the court or not later than the seventh day after the date the clerk of the court requests the information.
- (d) If the party's address changes during the course of a civil action, the party or the party's attorney must provide the clerk of the court with written notice of the party's new address.**
- (e) If the party or the party's attorney fails to provide the notice required by Subsection (a), the trial court may assess a fine of not more than \$50.
- (f) It is a defense to a fine assessed under this section that the party or the party's attorney could not reasonably obtain and provide the information required by Subsection (a).

\_\_\_\_\_ Name Change or \_\_\_\_\_ Address Change

CAUSE NO. \_\_\_\_\_ Effective Date: \_\_\_\_\_

PARTY REQUESTING ADDRESS CHANGE:

Name: \_\_\_\_\_

Former Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_