

United States District Court
Northern District of New York

Excerpt from Local Rules

10.1 Form of Papers

(c)

2. **All attorneys of record and *pro se* litigants must immediately notify the Court of any change of address.** Parties must file the notice of change of address with the Clerk and serve the same on all other parties to the action. The notice must identify each and every action to which the notice shall apply. Attorneys shall update their e-mail address, telephone or fax number through CM/ECF within fourteen (14) days of a change. Detailed instructions are available on the Court's website, <http://www.nynd.uscourts.gov/>. Attorneys shall notify the Court within fourteen (14) days of any change to their mailing address by completing the automated Update My Information form located on the Court's website:

<http://www.nynd.uscourts.gov/efilingregistration/procform13.cfm>

Failure to keep this information current will result in removal from the roll of the Court.