

**UNITED STATES DISTRICT COURT  
for the  
EASTERN DISTRICT OF WASHINGTON  
ADDRESS CHANGE FORM**

<b>SECTION 1 INFORMATION</b>		
<b>a. Name</b>		
<b>Address on File (Old Address)</b>		
<b>b. Street</b>		
<b>c. City</b>	<b>d. State</b>	<b>e. Zip</b>
<b>f. Phone</b>	<b>g. Email</b>	
<b>SECTION 2 NEW ADDRESS</b>		
<b>h. Street</b>		
<b>i. City</b>	<b>j. State</b>	<b>k. Zip</b>
<b>l. Phone (if changed)</b>	<b>m. Email (if changed)</b>	
<b>SECTION 3 SUPPORTING DOCUMENTATION</b>		
<p><b>n. Please provide the following required supporting documentation with this request (check and provide only ONE):</b></p> <p><input type="checkbox"/> A copy of a driver's license or other government issued ID that shows the new address</p> <p><input type="checkbox"/> A copy of a change of address form filed with the U.S. Postal Service</p> <p><input type="checkbox"/> A copy of an automobile or homeowner's/renter's insurance policy or bill</p> <p><input type="checkbox"/> A copy of a utility bill that shows the payee's name and new address</p> <p><input type="checkbox"/> Other – e.g., payroll check stub issued by an employer, voter registration card, mortgage statement, or lease agreement</p> <p><b>Organizational change:</b></p> <p><input type="checkbox"/> A letter requesting the change of address on the entity's letterhead and signed by an authorized representative</p>		
<b>SECTION 4 DECLARATION</b>		
<p><b>o. For Individual:</b></p> <p>By signing my name below, I declare under penalty of perjury that the foregoing information and supporting documentation are true and correct.</p>	<p><b>p. For Representative of Individual or Organizational:</b></p> <p>I am the authorized representative of (name) _____, and I declare under penalty of perjury that the foregoing information and supporting documentation are true and correct.</p>	
Printed Name	Printed Name	
Signature	Signature	
Date	Date	

The completed form and supporting documentation should be sent to the Clerk's office by one of the following:


**Email:** [Finance@waed.uscourts.gov](mailto:Finance@waed.uscourts.gov)

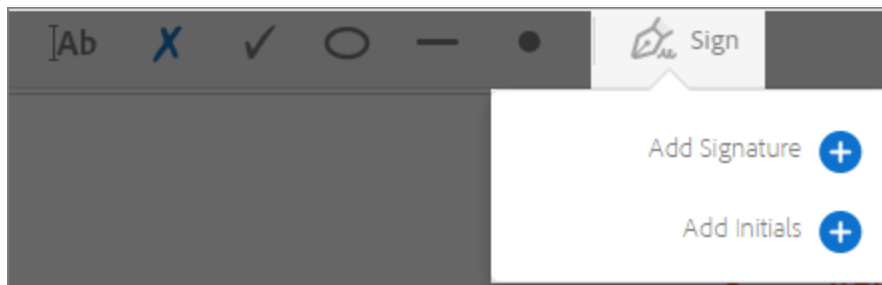
**Mailing Address:** P.O. Box 1493 Spokane, WA 99210

**Delivery Address:** 920 W. Riverside Suite 840 Spokane, WA 99201

# How to sign or initial your form

To sign a PDF form, you can type, draw, or insert an image of your handwritten signature or initials.

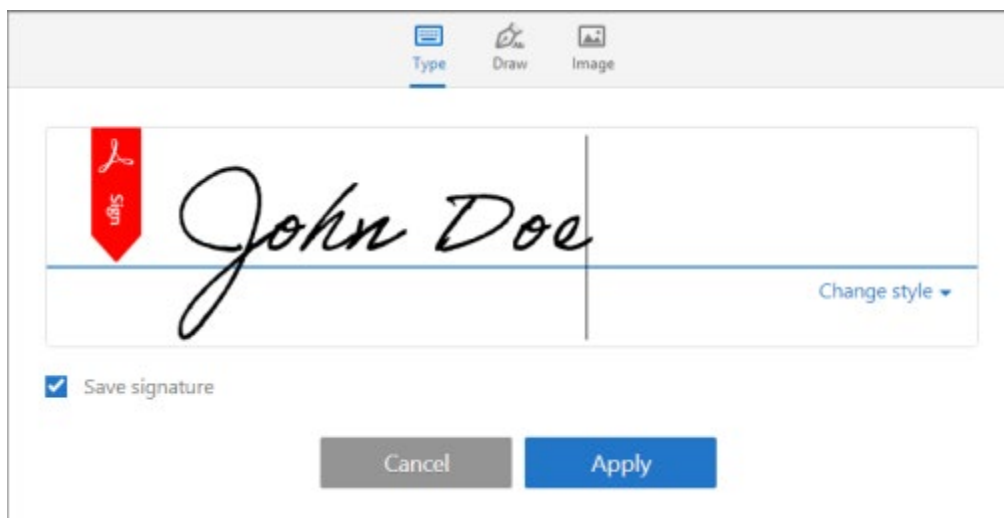
1. Open the PDF document or form in Acrobat or Reader, and click **Fill & Sign** in the right pane.
2. Click the **Sign** icon  in the Fill & Sign toolbar, and then choose whether you want to add your signature or just initials.



If you have already added signatures or initials, they are displayed as options to choose from.

3. If you've already added your signature or initials, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.

If you are signing for the first time, you see the Signature or Initials panel. Below is an example of the Signature panel.



You can choose to type, draw, or import a signature image. Added signatures and initials are saved for future use.

- **Type:** Type your name in the field. You can choose from a small selection of signature styles; click **Change Style** to view a different style.
- **Draw:** Draw your signature in the field.
- **Image:** Browse and select an image of your signature.
- **Save Signature:** When this check box is selected, and you're signed in to Acrobat Reader or Acrobat, the added signature is saved securely in Adobe Document Cloud for reuse.

Click **Apply**, and then click at the place in the PDF where you want to place the signature or initial.

4. To move the placed signature or initial, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.