

Postmaster

Date \_\_\_\_\_

## Request for Change of Address or Boxholder Information Needed for Service of Legal Process

Please furnish the new address or the name and street address (if a boxholder) for the following:

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

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

**NOTE:** The name and last known address are required for change of address information. The name, if known, and post office box address are required for boxholder information.

The following information is provided in accordance with 39 CFR 265.6(d)(6)(ii). There is no fee for providing boxholder information. The fee for providing change of address information is **waived** in accordance with 39 CFR 265.6(d) (1) and (2) and corresponding Administrative Support Manual 352.44 *a* and *b*.

1. Capacity of requester: ***Process Server***
2. Statute or regulation that empowers me to serve process: ***C.R.S. 13.1.25 & 37.1.27***
3. The names of all known 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:
6. The capacity in which this individual is to be served (e.g. defendant or witness):

### WARNING

THE SUBMISSION OF FALSE INFORMATION EITHER (1) 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 OR (2) TO AVOID PAYMENT OF THE FEE FOR CHANGE OF ADDRESS INFORMATION COULD RESULT IN CRIMINAL PENALTIES INCLUDING A FINE OF UP TO \$10,000 OR IMPRISONMENT 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 the service of legal process in connection with actual or prospective litigation.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

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### FOR POST OFFICE USE ONLY

New Address or Boxholder's Name and Street Address

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

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

City, State, ZIP \_\_\_\_\_

**POSTMARK**

No change of address order on file

Not known at address given

No such address

Still receives mail at address listed

Moved, left no forwarding address