

**SIGNING OF PLEADINGS AND OTHER PAPERS; ADDRESS OF RECORD;  
ELECTRONIC MAIL ADDRESS; NOTICE OF CHANGE OF ADDRESS,  
TELEPHONE NUMBER, OR NAME**

**(a) Signing of Pleadings and Other Papers.** All pleadings and other papers signed by a lawyer, LLLT, or LPO and filed with a court shall include the lawyer's, LLLT's, or LPO's Bar number in the signature block. The law department of a municipality, county, or state, public defender organization or law firm is authorized to make an application to the Administrative Office of the Courts for an office identification number. An office identification number may be assigned by the Administrative Office of the Courts upon a showing that it will facilitate the process of electronic notification. If an office identification number is granted, it shall appear with the lawyer's, LLLT's, or LPO's Bar number in the signature block.

**(b) Address of Record; Change of Address.** A lawyer, LLLT, or LPO must advise the Bar of a current mailing address and telephone number. The mailing address shall be the lawyer's, LLLT's, or LPO's public address of record. A lawyer, LLLT, or LPO whose mailing address or telephone number changes shall, within 10 days after the change, notify the Bar, which shall forward changes weekly to the Administrative Office of the Court for entry into the state computer system. The notice shall be in a form acceptable to the Bar and shall include (1) the lawyer's, LLLT's, or LPO's full name, (2) the lawyer's, LLLT's, or LPO's Bar number, (3) the previous address and telephone number, clearly identified as such, (4) the new address and telephone number, clearly identified as such, and (5) the effective date of the change. The courts of this state may rely on the address information contained in the state computer system in issuing notices in pending actions.

**(c) Electronic mail address.** A lawyer, LLLT, or LPO shall advise the Bar of a current electronic mail address. A lawyer, LLLT, or LPO whose electronic mail address changes shall, within 10 days after the change, notify the Bar, which shall forward changes weekly to the Administrative Office Court for entry into the state computer system. Use of electronic mail addresses for court notice, service and filing must comply with GR 30.

**(d) Change of Name.** A lawyer, LLLT, or LPO whose name changes shall, within 10 days after the change, notify the Bar, which shall forward changes weekly to the Administrative Office of the Court for entry into the state computer system. The notice shall be in a form acceptable to the Bar Association and shall contain (1) the full previous name, clearly identified as such, (2) the full new name, clearly identified as such, (3) the lawyer's, LLLT's, or LPO's Bar number, and (4) the effective date of the change.

**(e) Requirements of Local and Other Court Rules Not Affected.** The responsibility of a party or a lawyer, LLLT, or LPO to keep the court and other parties and lawyers, LLLTs, or LPOs informed of the party's or lawyer's, LLLT's, or LPO's correct name and current address, as may be required by local or other court rule, is not affected by this rule.

[Adopted effective February 12, 1965; Amended effective September 1, 1990; October 30, 2001; September 1, 2005; April 30, 2013; January 1, 2014; September 1, 2017; September 1, 2025.]