

**Notification of Change of Address/Personal Information  
to Clerk of the Circuit Court  
Calvert County, Maryland  
(Please Print Clearly)**

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

Calvert Co. Circuit Court Case No(s): \_\_\_\_\_

*(Changes to address/personal information will be made to the case(s) listed above **ONLY**)*

**PLEASE CHANGE THE FOLLOWING CASE INFORMATION**

Change of Address:

Date of Change: \_\_\_\_\_  
(Month, Year)

Previous Address: \_\_\_\_\_  
(Mailing address: Street, PO Box, City, State and Zip)

New Address: \_\_\_\_\_  
(Mailing address: Street, PO Box, City, State and Zip)

Change of Name:

Current Last Name: \_\_\_\_\_

New Last Name: \_\_\_\_\_

Other: (Phone number, spelling correction of a name, fax number, email, etc.) -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*(Signature must be of the appropriate party. Do not attempt to update the court record regarding someone else's name and/or address)*

**Phone Number:** \_\_\_\_\_  
(Area Code) (Phone Number)

**Once Completed, Submit Form To: Kathy P. Smith, Clerk  
Clerk of Circuit Court Calvert County  
175 Main Street  
Prince Frederick, Md. 20678**

**CERTIFICATE OF SERVICE**

I certify that I served a copy of this request upon the following party or parties by  
 mailing first class mail, postage prepaid  hand delivery, on \_\_\_\_\_ to:  
(Date)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Party Serving

(Note: This form does NOT legally change your name. This form does not update other agencies records and will not suffice as notification to the Bureau of Support, or other agencies where additional change of address notification may be required)