



# CONTACT INFORMATION CHANGE FORM

**Primary Address of Record**—Your Primary Address of Record *must include a street or building address*, consistent with the requirement in the Supreme Court Rules that “no member shall practice law in this state” without first providing “the member’s correct name and address,” including “a street or building address for the member’s business or residence.” The purpose of the rule is to provide a physical address for personal service of papers and process, including providing the State Bar with an address for use in mailing the annual dues statement and other important notices. Even if the mailing address for your professional office, home office, or residence is a PO Box, you must still provide the State Bar with a street or building address. Generally, your Primary Address of Record is published in the Annual Directory and in the State Bar’s online Member Directory.

**In some circumstances**, members face safety or security concerns that justify an exception to the general requirement that a member’s Primary Address of Record is to be published. Members seeking an exception should consult the Limited Directory Listing Policy and Form found at: <http://www.michbar.org/generalinfo/>. If your request is granted, you are still required to provide the State Bar with your Primary Address of Record, including a street or building address.

**Secondary Address**—If you prefer that the State Bar mail all SBM communications to an address other than your Primary Address of Record, then complete the space provided for the Secondary Address.

## PRIMARY ADDRESS OF RECORD (to be published in the Annual Directory and online Member Directory)

\*Full Name: \_\_\_\_\_ \*Member #: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Effective Change Date: \_\_\_\_\_

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

\*Street Address: \_\_\_\_\_

PO Box Address (if applicable): \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

Country (if outside the United States): \_\_\_\_\_

Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Firm Web URL: \_\_\_\_\_

\* Required information—You are prohibited from practicing law in Michigan until this information is provided.

### Listing your e-mail address in the SBM member directories (print and online)

- Publish my e-mail address
- Do not publish my e-mail address

## Secondary Address

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Secondary address confidential
- Secondary address for SBM preferred mailings

**Return completed form by fax, e-mail, or mail.** Fax to: (517) 372-1139 E-mail to: [sbmadressfix@mail.michbar.org](mailto:sbmadressfix@mail.michbar.org)  
Or mail to: State Bar of Michigan, Attn: Member Services, 306 Townsend St., Lansing, MI 48933-2012

**Questions:** (888) SBM-ForU (888-726-3678)