

# Massachusetts Appeals Court Change of E-Mail Address Form For Attorneys and Self-Represented Litigants

This form can be filed with the Appeals Court Clerk's Office by sending it as an email attachment to [enoticesignup@appct.state.ma.us](mailto:enoticesignup@appct.state.ma.us) or by mailing it to the Appeals Court Clerk's Office, John Adams Courthouse, One Pemberton Square, Room 1200, Boston, MA 02108. Only attorneys or self-represented litigants who previously registered to receive electronic notifications may use this form for changes to their email addresses. Pursuant to SJC Rule 4:02(1), attorneys must also file a supplemental statement of any change in email address with the Massachusetts Board of Bar Overseers ([www.massbbo.org](http://www.massbbo.org)) within 14 days of such change.

Name of Attorney or Self-Represented Litigant \_\_\_\_\_

Attorney's BBO Number \_\_\_\_\_

Attorneys do not need to specify any Appeals Court docket numbers. Self-represented litigants must provide the Appeals Court docket number(s) (e.g. 2023-P-0001) of each appeal for which they are registering to receive electronic notification.

Appeals Court Docket Number(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

I, \_\_\_\_\_, the above-named attorney or self-represented litigant have previously registered and consented to receive electronic notification pursuant to the Massachusetts Appeals Court Rule 31.0 governing Electronic Notification of Court Orders, Notices, and Decisions in Lieu of Paper Notice. I am hereby notifying the Court of a change to my e-mail address and request that the Court replace my e-mail address with the following:

New E-mail Address \_\_\_\_\_

Confirm New E-mail Address \_\_\_\_\_

Signature (Handwritten or Electronic /s/ Signature) \_\_\_\_\_

Date \_\_\_\_\_

Copy: I request that the court also send an electronic notice to the following person employed in my law firm or office.

Name \_\_\_\_\_

E-mail Address \_\_\_\_\_

Confirm E-mail Address \_\_\_\_\_