

**Instructions for Completing and Filing a
Notice of Change of Address Form**

Form DR25

IMPORTANT:

If you are a party to a domestic relations or domestic custody case that includes custody or parenting time orders, DO NOT USE THIS FORM (DR25) to change your address information. You MUST use the court's NOTICE OF RELOCATION FORM (form C-13 or C-13A) and instructions (form C-10). These forms and instructions are available on the court's website.

**DO NOT USE THIS FORM IF YOU HAVE BEEN PREVIOUSLY
GRANTED A CONFIDENTIAL ADDRESS – USE FORM DR26**

NOTICE:

Failing to promptly inform the Domestic Relations Court and the Clerk of Courts anytime your address changes may result in your failing to receive important notices, Journal Entries, or other critical documents for your case.

INSTRUCTIONS for FORM DR25:

1. Legibly complete (type or print) ALL portions of the form – even if some of the information has not changed.
 - a. If you do not know your case number or whether you are the plaintiff or the defendant in the case, you may search for the case information at the Butler County Clerk of Courts web site. Go to <http://butlercountyclerk.org/>, select the Court Records Search/eFiling tab, and follow the search instructions.
2. Sign and date the form.
3. Take the original and ONE (1) copy to the Butler County Clerk of Courts Office – 315 High St., 5th Floor, Hamilton, OH, 45011. (Monday – Friday, 8:30 a.m. – 4:30 p.m.)
4. File the original Notice with the Clerk of Courts. The Clerk will file-stamp the copy and forward it to the Domestic Relations Court.
 - a. If you want a file-stamped copy for your records, you will need to provide an additional copy for the Clerk to stamp at the time of filing.