

**Instructions for Completing and Filing a  
Notice of Change of CONFIDENTIAL Address Form**  
Form DR26

**IMPORTANT:**

**ONLY THE FIRST PAGE OF THIS FORM IS TO BE FILED.**

**This form is used ONLY if you have been PREVIOUSLY granted a  
CONFIDENTIAL ADDRESS.**

**IF YOU ARE REQUESTING A CONFIDENTIAL ADDRESS,  
YOU WILL NEED TO FILE A MOTION.**

**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 DR26:**

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., 5<sup>th</sup> Floor, Hamilton, OH, 45011. (Monday – Friday, 8:30 a.m. – 4:30 p.m.)
4. File the FIRST PAGE ONLY of original Notice with the Clerk of Courts. Provide the clerk with the second page and the copy. The Clerk will file-stamp the copy of the notice, retain a copy of the address page and forward the notice and address page 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.