

IN THE COURT OF APPEALS OF VIRGINIA

RECORD NO. _____

Name(s), Appellant(s)¹

v.

Name(s), Appellee(s)

The party signing this document is the _____ [appellant/appellee].

Pursuant to **Rule 5A:1(e)**, this party advises the Court of Appeals that their address has changed. The party’s current address is as follows:

[Full address, email address, and phone number]

Name [**Appellee/Appellant**]

Address

Dated

¹ Regardless of whether you were the plaintiff or the defendant in the trial court, in the Court of Appeals you are called the appellant if you are the one who is appealing or the appellee if you are responding to an appeal filed by someone else.

CERTIFICATE OF SERVICE²

I certify that on *(date)* _____, I *(check one)*

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a copy of this document to:

1) Party Name: _____

Attorney Name: *(if any)* _____

Address: _____

Email address:

2) Party Name: _____

Attorney Name: *(if any)* _____

Address: _____

Email address:

Respectfully submitted,

[Signature]

[Date]

NAME OF PARTY OR ATTORNEY
EMAIL ADDRESS
LAW FIRM NAME (IF APPLICABLE)
MAILING ADDRESS
TELEPHONE NUMBER
BAR NUMBER (IF APPLICABLE)

² Any document filed with the Court of Appeals must also be sent to the opposing party. This form certifies that a copy has been provided. Rule 5A:1(c).