

Municipal Court – Address Change

Use this form for Municipal Cases in the following cities:

- Kimberling City
- City of Crane

Defendant:

It is your responsibility to keep your mailing address up-to-date with the court. This is especially important for pending, active, and probation cases, as the court will send important notices to the mailing address listed on that case. You can view a case’s current address by checking Casenet at:

<https://www.courts.mo.gov/casenet/>

(Search for a case by your case number or by your name. It is important to check all current cases, as an address change on one case will not change the address on others.)

To update your address, you must submit this form to the court clerks directly. You can deliver the form in one of three ways:

- (1) IN PERSON: Deliver the form to the court clerk’s window, located on the 2nd floor of the Stone County Courthouse (110 S. Maple St, Galena). They are open during regular business hours. (*Remember: Proper attire required & no phones in the courthouse.*)
- (2) MAIL: Send this completed form to:
Stone County Circuit Court Clerk, PO Box 18, Galena, Missouri (MO) 65656.
- (3) FAX: Send this form via FAX: (417) 357-6163.

Note: Do not email this form; do not call the court clerks, as the written form is required to update your address; and do not contact the prosecutor, as he cannot change your address.

Be sure to LIST ALL CASE NUMBERS that need an address change.



Change of Mailing Address Request

Case Number(s): _____

Name: _____

New Address: _____

Your signature: _____ **Date:** ____ / ____ /20____