

Municipal Court – Address Change

Use this form for Municipal Cases for the following city ONLY:

- City of Galena, MO. – Municipal Court @ City Hall

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 clerk directly. You can deliver the form in one of three ways:

- (1) IN PERSON: Deliver the form to the city's court clerk, located in city hall @ 113 E. 4th Street, during regular business hours.
- (2) EMAIL: Email the form to the court clerk in pdf format
 - (For Galena MUNICIPAL [City Hall Courtroom] cases only):
Carmen.Malloy@courts.mo.gov
- (3) MAIL: Send this completed form to:
City of Galena – Court Clerk, PO Box 234, Galena, Missouri (MO) 65656.

Note: Do not email this form and do not contact the prosecutor, as he cannot change your address.

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

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### **Change of Mailing Address Request**

**Case Number(s):** \_\_\_\_\_

**Name:** \_\_\_\_\_

**New Address:** \_\_\_\_\_

\_\_\_\_\_

**Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_