

**OFFICE OF THE
CHAPTER 13 TRUSTEE
MARILYN O. MARSHALL**

OFFICE OF THE CHAPTER 13 TRUSTEE
MARILYN O. MARSHALL, STANDING TRUSTEE
224 SOUTH MICHIGAN AVENUE, SUITE 800
CHICAGO, IL 60604-2500
VOICE: (312) 431-1300
FAX: (312) 431-1656
WEBSITE: WWW.CHICAGO13.COM

Case No **Creditor Change of Address** **Date**

OLD Creditor Payment Address:

Debtor:

Thank you for contacting our office regarding the change in your payment address. This form provides you with the steps you need to take to change your payment address. **All address changes must be filed with the US Bankruptcy Court.** Please be advised that the Trustee will not change your payment address until this form has been completed **for every case and claim affected**, and filed with the US Bankruptcy Court at the address listed in Step 2 below. The court will electronically forward a copy of your change to the Trustee.

Step 1: Enter the new payment address, court claim number, claim amount, account number and the effective date of the change. Enter your contact information and sign this form.

NEW Creditor payment address:		
Claim number:		
Claim amount:		
Account number:		
Effective date of change:		
Signature, Title:		
Phone number:		Fax number:
Email address:		

Step 2: Mail this form to: United States Bankruptcy Court
219 S Dearborn Suite 713
Chicago, IL 60604

Do **NOT** mail this form back to the Trustee's office.

Notice The US Bankruptcy Court is the official record keeper of all documents pertaining to this case. Failing to file your address change with the court can disrupt your payments and proper notice from individual parties in this case, such as the Trustee, debtor and the debtor's attorney.