

# ATTORNEY CHANGE OF INFORMATION FORM

The Jefferson County Clerk and District Clerk's offices shall maintain a Register of all attorneys practicing in the Courts of Jefferson County. The Register shall contain the Attorney's:

a.) BAR NUMBER b.) NAME c.) ADDRESS d.) TELEPHONE NUMBER

It shall be the duty of the Attorney to keep the Clerks informed as to any changes by filing written notice to update said Register with the County and/or District Clerk.

Please complete this form in order to provide updated information

*NOTE: A firm with multiple attorneys must identify the name and bar number of each attorney for which they are authorizing an address change, and add it as an attachment.*

Please check applicable box and provide correct information below:

☐ ADDRESS CHANGE

☐ NAME CHANGE (please give prior name)

\_\_\_\_\_

☐ FIRM AFFILIATION (please give prior firm)

\_\_\_\_\_

☐ OTHER (please specify)

\_\_\_\_\_

NAME: \_\_\_\_\_

TEXAS STATE BAR NUMBER: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

FIRM AFFILIATION: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***YOUR SIGNATURE AND BAR NUMBER ARE REQUIRED*** in order for us to update our records

Please provide this completed form by mail or email to either:

JAMIE SMITH, DISTRICT CLERK  
1085 PEARL STREET, ROOM 203  
BEAUMONT, TEXAS 77706  
ATTN: CHIEF DEPUTY  
[districtclerk@jeffcotx.us](mailto:districtclerk@jeffcotx.us)

OR

ROXANNE ACOSTA-HELLBURG  
P.O. BOX 1151  
BEAUMONT, TEXAS 77704  
ATTN: CHIEF DEPUTY  
[countyclerk@jeffcotx.us](mailto:countyclerk@jeffcotx.us)