

IN THE COURT OF COMMON PLEAS OF LEHIGH COUNTY, PENNSYLVANIA
CIVIL DIVISION

_____,)
Plaintiff) File No. _____
vs)
_____,) Assigned To:
Defendant)

Praecepte For Self-Representation/Address Change

Part one:

☐ **Praecepte for Self-Representation:**

I, _____, ☐ Plaintiff ☐ Defendant ☐ Other,
represent myself in the within action.

☐ Remove _____, Esq., as my attorney of record.

☐ **Address change request:**

Please update the following address for: ☐ Plaintiff ☐ Defendant ☐ Other

Part Two: With the approval of the Court, this section may be marked as confidential.

All pleadings and legal papers can be served on me at the email address and/or mailing address listed below:

The address listed below is confidential ☐ Yes ☐ No

If Yes (please check one)

☐ Address Confidentiality Program

☐ Final PFA Order

ACP code: _____

Case No.: _____

Part Three:

Email: _____ Phone Number: _____

Print Name: _____ Signature: _____

I understand that I am under a continuing obligation to provide current contact information to the court, to other self-represented parties, and to attorneys of record.

The party filing this praecipe must provide notice by sending a copy to all parties and attorneys. This requirement does not apply in cases where the judge has approved a confidential address.

It is the responsibility of the party completing this form to E-file the completed document in person at the Office of the Clerk of Judicial Records, Room 122 of the Lehigh County Courthouse, 455 West Hamilton St, Allentown, PA 18101 or through the Lehigh County Odyssey E-Filing System at <https://pennsylvania.tylertech.cloud/ofsweb>.

Revised 3/2024