

INSTRUCTIONS:

HOW TO FILL OUT THE “REQUEST FOR PROTECTED ADDRESS”

USE THIS FORM ONLY If you want to protect your address.

- Step 1:** Make sure your form is titled “*Request for Protected Address*”.
Type or print clearly using black ink only.
- Step 2:** In the top left corner fill in your name and check if you are the Petitioner or Respondent. If you filed the original action, you are the Petitioner. If the other party filed the original action, you are the Respondent.
- Step 3:** Fill in the names of the Petitioner and Respondent as they appear on your original paperwork.
- Step 4:** Fill in your case number where it says “Case No.” Your case number stays the same any time you file any papers in your case. Fill in your ATLAS number where it says “ATLAS No.” if you have one.
- Step 5:** Check the appropriate box as to why you are requesting a protected address and complete the information that is related to the box that you checked.
- Step 6:** Write in the day, month and year you signed the Request in the space provided. Then sign your name.
- Step 7:** Complete the “*Order for Protected Address*” by following steps 3 and 4.