FAMILY COURT OF THE STATE OF DELAWARE

CHANGE OF ADDRESS FAQ

Why do I have to change my address with the Court?

Many times, a Court Order will require you to notify the Court if you change your address. Even if you are not ordered to do so, it is a good idea to notify the Court if your address changes so that we can properly notify you of matters involving your case.

How does my official address with the Court change?

There are four different ways that your address can be changed with the Court:

1. You receive and sign for certified mail at your new address and the green card is returned to the Court.
2. You are personally served with Court documents at your new address.
3. An attorney who has filed an entry of appearance on your behalf changes your address with the Court.
4. You notify the Court of your new address.

How do I notify the Court of my new address?

You may notify the Court in person or in writing of your address change.

In person:

Go to the records room in the county nearest you and provide the records clerk with your new address. The clerk will require a valid government photo identification.

By mail:

Send the Family Court a letter stating your new address. **This letter must be signed by you and notarized by a notary public.** The addresses for each Family Court are located on our website at the address listed above. Form 595 – Change of Address

may be used for this purpose and can be found on our website at www.courts.delaware.gov/forms.

Can I receive any information on my case via email?

If an email address is provided by a litigant, all orders and opinions issued by a Judge or Commissioner in any civil matter will be sent via encrypted email instead of by regular mail.

How do I provide an email address to the Court?

A litigant may provide an email address when completing Form 240 – Information Sheet when filing a new petition or by submitting Form 614 – Petitioner/Respondent Election Form – Electronic Orders at any time. This form must be signed by the petitioner or respondent and notarized by a notary public if mailed. If presented in person, the clerk will require a valid government photo identification.

Will I still receive orders/opinions via regular mail if I elect to receive orders via encrypted email?

No, if you elect to receive orders via encrypted email, they will no longer be sent by regular mail.

What if I want to discontinue having orders/opinions sent to me via encrypted email?

An updated Form 240 – Information Sheet or Form 614 – Petitioner/Respondent Election Form – Electronic Orders that does not elect to utilize an email address would need to be submitted to the Court. This form must be signed by the petitioner correspondent and notarized by a notary public if mailed. If presented in person, the clerk will require a valid government photo identification.

What if my email becomes unavailable or an order/opinion is not delivered?

If court staff receives a return message stating the email is full or no longer valid and/or the email is otherwise not deliverable, the order will be mailed to your official address.

Do I need any special software to receive encrypted emails?

Egress is the encryption service that the State of Delaware currently uses. For additional information on how to receive encrypted emails, please see the Egress Switch FAQ available on our webpage at this link: http://courts.delaware.gov/Forms/Download.aspx?id=94888

Related Forms:

Form 240 – Information Sheet

Form 595 – Change of Address

Form 614 – Petitioner-Respondent Election Form – Electronic Orders

All forms can be found on the Family Court Website.

Family Court Contact Information

New Castle County	**Kent County**	**Sussex County**
500 NORTH KING STREET	445 SOUTH GOVERNORS AVENUE	100 EAST MARKET STREET
WILMINGTON, DE 19801	DOVER, DE 19904	GEORGETOWN, DE 19947
(302) 255-0300	(302) 672-1000	(302) 855-7400

For more information, visit the Family Court webpage or scan the QR code.