

CONTACT INFORMATION CHANGE FORM

APR 13(b), (c), and (d) require you to notify the WSBA within 10 days whenever your business address, phone number, email address, or name changes. Complete this form and return to statuschanges@wsba.org or login to myWSBA.org to update your profile online. If you have any questions, please contact the WSBA Service Center at questions@wsba.org or 800-945-9722.

Name of Record: _____ License No. _____

New Name (if applicable): First: _____ Middle: _____ Last: _____

Signature: _____ Date Signed: _____

Public / Mailing Address:

Firm/Company/Organization: _____

Mailing Address Line: (PO Box may be used) _____

Mailing Address Line 2: _____

Mailing Address Line 3: _____

City: _____ State: _____ Postal Code: _____

Primary Phone Number: _____ Primary Email Address: _____

Fax Number: _____ Website Address: _____

Home Address: ---- Used to determine district for Board of Governors elections.

Note: - Home address will be made public if it's the only address on file with the WSBA.

Home Address Line: (PO Box may be used) _____

Home Address Line 2: _____

Home Address Line 3: _____

City: _____ State: _____ Postal Code: _____

Home Phone Number: _____ Home Email Address: _____



CONTACT INFORMATION USAGE AND RESTRICTION FORM

Official WSBA Communication: All legal professionals will receive the following mail and email, which is considered official:

- Licensing and licensing-related materials
- Information about the non-CLE work and activities of the sections to which the legal professional belongs
- Mandatory Continuing Legal Education (MCLE) reporting-related notifications
- Election materials (Board of Governors and WYLD)
- Selected Executive Director and Board of Governors communications

All other mail and email is non-official, and legal professionals may request restrictions on use by checking one or more boxes below. Primary email address will be published in the WSBA online directory unless restricted by checking the appropriate box below.

NOTE: If no boxes are checked, you will receive all mail and email communications from WSBA and all CLE providers. There may be a delay of up to a week before the requested restrictions become effective.

MAIL

CLE Information: Public/Mailing Address Restrictions (choose none, #1 or #2)

- #1 — I would like to opt out of receiving ANY CLE information, including WSBA CLE and non-WSBA CLE providers.
- #2 — I would like to receive ONLY section-sponsored CLE information for sections to which I belong.

Non-CLE Information: Public/Mailing Address Restrictions

- I do not want any non-official WSBA or non-WSBA notices. I will receive only official mailings as defined above.

EMAIL

CLE Information: Primary Email Address Restrictions (choose none, #1 or #2)

- #1 — I would like to opt out of receiving ANY CLE information, including WSBA CLE and non-WSBA CLE providers.
- #2 — I would like to receive ONLY section-sponsored CLE information for sections to which I belong.

Non-CLE Information: Primary Email Address Restrictions

- I do not want any non-official WSBA or non-WSBA notices. I will receive only official messages as defined above.

EMAIL PUBLICATION IN ONLINE LEGAL DIRECTORY

- I do not want my email address published in the online Legal Directory.

Pursuant to GR 12.4, APR 13, and the WSBA Bylaws, your public mailing address, primary phone number, and primary email address are public information and will be provided to the Administrative Office of the Courts. Listing your email address in the WSBA online legal directory may be restricted (see above).

It is the general policy of the WSBA to be restrictive in the distribution or sale of contact information. Email addresses may be sold to providers of CLE seminars only. For more information, see the WSBA [Member Data and Contact Information Policy](#).

