

CONTACT INFORMATION CHANGE FORM

Name of Record: _____ WSBA # : _____

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

Last: _____ Suffix: _____

Signature: _____ Date Signed: _____

APR 13 requires you to notify the WSBA within 10 days whenever your public/ mailing address, business telephone number, primary email address, or your name changes. Complete and return all information below by **printing** in the space provided or by going to www.mywsba.org to make the changes online. If you have questions, please call the WSBA Service Center at 800-945-WSBA (9722) or 206-443-WSBA (9722) or e-mail questions@wsba.org. **Please use the back of this form to request any restrictions on the use of your contact information.**

Public/Mailing Address

Firm / Company / Organization

Mailing Address Line 1 (PO box may be used)

Mailing Address Line 2

City

State

Zip

Country

Phone

Intl Code

Area Code

Phone Number

Ext

TDD

Intl Code

Area Code

Phone Number

Ext

Fax

Intl Code

Area Code

Fax Number

Primary E-mail Address

Website Address

Home Address

Used to determine district for Board of Governors elections.

Home Address Line 1

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

Home Address Line 2

City

State

Zip

Country

Intl Code

Area Code

Home Phone Number

WASHINGTON STATE BAR ASSOCIATION

CONTACT INFORMATION RESTRICTIONS

Official WSBA Communication: All members 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 member belongs
- Mandatory Continuing Legal Education (MCLE) reporting-related notifications
- Board of Governors election materials
- Selected Executive Director and Board of Governors communications

All other mail and email is non-official, and members 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.

Name (print): _____ WSBA #: _____

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 LAWYER DIRECTORY

- I do not want my email address published in the online Lawyer Directory.
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Pursuant to GR 12.4 and APR 13, your public/ mailing address, business telephone and fax numbers, and primary email address are public information and, therefore, published in the WSBA online lawyer directory and provided to the Administrative Office of the Courts. However, you may request that your primary email address not be published in the WSBA online lawyer directory (above).

Email Privacy and Member Contact Information

It is the general policy of the WSBA to be restrictive in the distribution or sale of contact information of its members. Primary email addresses may be sold only to providers of CLE seminars. For more information, read the Member Data and Contact Information Policy at www.mywsba.org. For more information about WSBA's broadcast email policy, read the Broadcast Email Policy at www.wsba.org.