

Currie Mingledorff, Judge

Katy Minchew, Director



Piedmont Judicial Circuit  
Specialty Courts  
Serving Banks, Barrow  
and Jackson Counties

## CHANGE OF ADDRESS REQUEST

**\*\*Read the below information prior to submitting this request\*\***

This form must be filled out in its entirety before the request will be taken into consideration. Be extremely detailed when filling this form out. Please attach any necessary information along with this form. Prior to consideration by the team, you must present your request to your Case Manager and obtain his/her signature of approval. This Change of Address Request form must be submitted a minimum of two weeks prior to the date you would like to move (excluding true emergencies). A home visit must be conducted prior to approval. Please understand that this is a process and takes time. It is your responsibility to submit the proper paperwork and requests. You may not move until the request has been approved. This form **MUST** be turn in to the Specialty Court Office, either directly to the Director for Case Manager Clerk/Lab Tech or in the box at the front of the courthouse. Failure to comply with these instructions in the slightest manner could result in a denial of your request.

**\*\*If you are currently on probation, you must notify your officer directly within 24 hours of moving or you may be subject to sanction.\*\***

Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Requesting to Move: \_\_\_\_\_

Requested Address Change: \_\_\_\_\_

Reason: \_\_\_\_\_


List all residents that will be living with you: \_\_\_\_\_

**\*\*By signing below, you are stating that the above information is true and valid and understand that you could be sanctioned if that is not the case.\*\***

Participant Signature:  \_\_\_\_\_

**\*\*By signing below, you are certifying that the participant has presented the leave request to you and you approve of the request.\*\***

Case Manager's Signature:  \_\_\_\_\_ Date: \_\_\_\_\_

<b>APPROVED</b>	<b>NOT APPROVED</b>
Reason: _____	
Director's Signature:  _____	Date: _____

Banks County Courthouse • 144 Yonah-Homer Road • Suite 12 • Homer, GA 30547 • (706) 677-6282 • FAX (706) 677-2329  
Barrow County Courthouse • 652 Barrow Park Drive, Suite H • Winder, GA 30680 • (770) 307-3032 • FAX (770) 307-3033; (770)867-4112  
Jackson County Courthouse • 5000 Jackson Parkway • Suite 330 • Jefferson, GA 30549 • (706) 387-6392 • FAX (706) 387-6403